



The PHA Group

PR Assistant Job Description

About Us

The PHA Group is one of the fastest growing and most dynamic PR companies in the UK, proud to have achieved an array of industry awards while delivering exceptional levels of service to many high profile clients. Based on Wardour Street in Soho, we are an entrepreneurial, news driven agency and we invest heavily in the career development of our people.

About the Role

We are currently looking for a *PR Assistant* to join one of the UK's most successful *Consumer & Lifestyle* PR teams. The ideal candidate will be an energetic, hardworking and personable individual, who has a genuine passion for the media and is looking for their first role in PR.

What You Will be Doing

- Supporting the Consumer & Lifestyle team across a range of clients.
- Managing client samples (fashion & lifestyle) and taking ultimate responsibility for these processes.
- Event support across variety of clients, as and when appropriate.
- Support with day to day administrative running of department.
- Management of daily press cuttings for key client accounts.
- Regular news horizon scanning for key clients.
- Research support across all clients
- Media liaison
- Press release and e-alert drafting
- Supporting social media campaigns and community management

About You

We look forward to hearing from people who can demonstrate energy and enthusiasm for any challenge they encounter. Keen to be involved in all manner of accounts, integrated or otherwise and develop their career in an award winning, innovative PR agency. You might also be...

- An exceptional communicator
- Highly committed
- Results driven
- Super organised
- Passionate
- Creative
- On time
- A team player

What You Get

We offer a variety of performance incentives, a comprehensive training and development plan as well as a diverse benefits package to ensure that you are rewarded as highly as possible. We can provide more detail on this when we meet although, put simply, we believe in recognising, encouraging and rewarding talent.

The Team

PHA people have a real love and genuine passion for the media, are driven by results and are hugely successful. We think creatively in order to differentiate ourselves, develop new approaches and deliver an outstanding level of service to all. Our success is driven by the commitment, work ethic and exceptional communication skills of our team and if this sounds like you, we would love for you to get in touch. You can send your CV & Covering Letter to hr@thephagroup.com.

Hours: Hours will be 8:30am to 5:30pm Monday to Thursday and 8:30am to 4pm on Friday.

The PHA Group Staff Benefits



Up to 31 Days
Leave plus Bank
Holidays



Team Treats



£500 Birthday
Bonus



10% New
Business Bonus



Medicash



PHA Awards



Cucumber
Salon Corporate
Discount



Cupcake Award



£500 Holiday
Bonus



Summer Event



Christmas Event



PHA Pension
Scheme



Childcare
Voucher Scheme



Eye Tests



Recruitment
Incentive: Staff
Referral Fee



4pm Friday Finish



Ideas Bank



Staff Wellbeing
Initiative



Fresh Fruit
delivered to the
office



Local Businesses
Corporate
Discount