

## Office Manager

An exciting opportunity for a bright, enthusiastic admin professional to be responsible for the smooth running of our small, dynamic PR office where your professionalism, initiative and office skills will play a key role in supporting our team of consultants across our client accounts.

Candidates must have strong organisational and interpersonal skills, and an eye for detail as well as experience working with bespoke software packages.

The role will include providing a full range of office management duties including:

- Day-to-day running of the office
- Liaising with our IT supplier to ensure the smooth running of services and to report any issues
- Relationship building and networking with colleagues, clients and the media
- Monitoring and distributing media coverage
- Researching media lists using an online media database
- Distributing news releases
- Liaising with clients, journalists and suppliers
- Preparing regular client activity reports
- Briefing photographers
- Updating content on websites and social media
- Occasionally drafting copy for news releases and features
- Other adhoc duties as requested

Ideally, candidates will have at least two years' experience in a similar role and will be able to demonstrate a real understanding of administration and IT related tasks.

Applicants must have:

- Extensive experience of Microsoft Office including advanced Microsoft Word and Excel skills
- Excellent interpersonal, organisational and time management skills
- Ability to work under pressure
- Desire to learn and work as part of a team
- 'Can-do' attitude

Appeal PR is a specialist business-to-business PR consultancy with clients in corporate finance and professional services, the leisure sector and property. This is an excellent opportunity for an experienced office manager to work within a small, friendly team in an exciting and varied environment.

If you're interested, just send your CV and a covering letter explaining why you think you would be an asset to the Appeal team to [paul@appealpr.com](mailto:paul@appealpr.com) by 20 November 2014.