



Job Title: PR & Social Media Assistant

Department/Location: Client Services

Reporting to: Head of Client Services

An opportunity to work within the PR & Marketing team at one of the top Post Production companies in the UK; this role will give you the opportunity to take ownership and management of the company's social media pages.

Your day to day responsibility is to provide support in the maintenance and expansion of ENVY's PR, Social Media platforms and website.

Key Duties:

- Weekly roundup of current/upcoming work for both Advertising and Broadcast departments
- To gather all relevant Marketing material for projects completed internally
- To schedule & post relevant information/stories/news, react to replies/notifications & liking/commenting/following/engaging appropriately across all social media platforms
- Company website maintenance, publishing and updating using wordpress
- Monthly reporting using Sprout Social Media Manager
- Ensuring any PR for events in the industry calendar is prepped in advance
- Preparing and writing newsletters and press releases

Other duties:

- Providing support to both Head of Client Services and Facilities Director
- Directly liaising with staff across all departments of the company
- Frequent design and creative input of PR and Marketing campaigns

Requirements:

- An ever growing awareness & understanding of the Post Production industry
- Knowledge of ENVY's work and client base
- A proven understanding of Social Media platforms including Twitter, Facebook, Instagram and LinkedIn.
- At least one years' experience in a similar position
- Educated to Degree level in a relevant subject
- Knowledge of Adobe InDesign/Photoshop/Illustrator/After Effects would be beneficial

Hours & Salary:

40 hour per week; Monday – Friday (with occasional evening events)

Salary dependent on experience