

## BlueSky Job Description

### PR Administrator

The PR administrator will support the client delivery team in every aspect of administration. He or she is expected to possess excellent admin and communication skills, and will use these in a variety of activities on a daily basis. The PR administrator will receive support to develop these to ensure that he or she is able to progress within the company.

The job will include a variety of responsibilities. These may change over time, making the following list indicative but not necessarily exhaustive.

- Providing daily coverage updates for each client which will involve the use of the company's media monitoring software, as well as online search platforms.
- Managing the company's online coverage system to ensure it is always up-to-date
- Managing the company's media monitoring tool
- Generation of business development material – this is likely to range from creating and sending mass mailers to potential new clients, through to developing pitch presentations
- Updating the company's CRM system and ensuring it is managed and used effectively
- Managing the company's press database – this will include updating it as well as ensuring all team members are using it effectively
- Providing monthly reports for all clients illustrating press coverage, outcomes and where necessary social media evaluation.
- Managing the company switchboard
- Placing orders for office supplies, including office stationery, refreshments.
- Co-ordinating events that the company is attending – conferences and exhibitions, for example
- Organising company social events
- Other administrative duties as required to support the company in its current projects.

### Essential Skills

- Attention to detail
- Excellent oral and written communication skills
- Good interpersonal skills
- Proficient working with IT systems; experience of MS Office
- Ability to work to deadlines and multi-task in a fast paced environment
- Pleasant, confident telephone manner

### Corporate Development

BlueSky encourages all of its staff, regardless of their title or position, to think about the development of the company, and to contribute ideas which may help us to improve what we do.

### Hours and location

9.00am - 5.30pm Monday to Friday based in the centre of St Albans

**Salary**

£18,000 - £22,000 per annum