

**** NEW JOB**** A financial PR consultancy firm is seeking a Consultant. Based in the City and paying £28,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Consultant

Location: City

Salary: £28,000

Key duties include:

- Reviewing any press coverage received for all clients and issuing to the client distribution lists so that all the relevant people at the client company are aware of it. This includes reviewing emails from cutting services and undertaking Google searches to ensure every relevant article is incorporated
- Scan and read the relevant newspapers to see if there are stories that might impact clients, that they might have a view on and circulate
- Create drafts of agendas for meetings, which you will then attend and draft the minutes and actions arising from them. These need to be done in a timely manner
- Review actions from meetings held, create diary reminders and alert the team to anything that is outstanding
- Drafting of articles that are then placed in the relevant trade media outlets
- Create drafts of press releases and distribute them to target media audiences once signed off
- Organize press meetings for clients and also for the team as part of a networking / relationship building programme
- Create briefing notes ahead of media meetings for clients so that they know who the journalist is and what they are likely to ask your client at the interview

- Liaising with the media to see what they are writing on, and suggest clients that might be able to help
- Creating Tweets and LinkedIn posts for clients and help develop their social media strategy