

PR Assistant, Web Development Manager at the Communications Department

- Working closely with Communications Director to implement the AEB PR strategy
- Assisting with media and advertising materials to effectively represent the AEB to the Russian and international media as well as members of the Association
- Maintaining current and preparing new web site content (English & Russian), including images and graphics, in cooperation with Director of Communications
- Maintaining press archives on the AEB website, ensuring all information is up to date
- To monitor all press cuttings and produce monthly press cutting reports
- Maintaining administrative control of invoicing for the Communications Department
- Providing PR-support to the Events Department and the AEB Committees, supporting networking and lobbying activities
- To accept incoming media enquiries and respond if appropriate
- Maintain media database. Identifying and building relationships with journalists
- Assist in organising the release and authorisation of the publication of PR articles
- Assisting in writing and distributing relevant reports and press releases to maintain the AEB presence in the media.
- Assisting the AEB Publications Manager to control the AEB publications' distribution
- Maintain and develop the company's Social Media exposure through LinkedIn, Twitter and other emerging platforms.
- General administrative support where required

RELEVANT EXPERIENCE & TRAINING

Essential

Educated to a Degree Level or equivalent (ideally PR, Business, Creative Writing or Journalism)

Min 1 year in a PR, Communications or Business Assistant role

Fluent English and Russian

Key requirements

Extensive administration support experience essential

Must be well organised and have excellent attention to detail

Good writing skills are essential for this position

Previous PR& Communications support experience highly desired

Basic HTML skills are highly desirable for this position

Please, send your CV and a cover letter to vz@aebrus.ru