
Job Description: Media and Team Assistant

27/02/2019

Reporting to Malcolm and Catherine Reading

I. Guide to tasks

General

- Answer the phone/deal with enquiries
- Offer team teas/coffees circa three times a day + buy office supplies
- Help set up office in morning, welcome clients, book meeting spaces
- Manage post and carry out associated tasks

Media

- Assist in writing media releases, case studies and website copy
- Proof-read, check facts, run number checks
- Email press releases, post to website + social media and maintain databases
- Circulate Google analytics reports on website audiences
- Support rest of the team as necessary

Project

- Assist team on writing project briefs and documents
- Support MRC team on projects as needed, including liaising with clients, arranging and attending meetings, taking minutes, writing letters/memos, and proof reading
- Help with procurement processes, including logging and Q&As
- Issue weekly *Look Ahead*

Bidding + Research

- Assist in writing bid materials
- Find and collate information for marketing purposes and communications
- Research new work opportunities and in-house projects
- Keep research materials in good order

II. Skills and approach

- Strong writing skills and attention to detail, particularly note-taking
- Team-attitude, learnability, commitment and work ethic
- Good organisational skills
- Numeracy
- Initiative
- An enthusiasm for design and architecture
- Good working knowledge of Microsoft Office including Word, Excel and Outlook

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III. Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment

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