

Graduate Job

Reference:	GRAD – AUC 1
Job Title:	Junior Press Officer with English, French or Italian
Company Description:	Auctioneer
Location:	London
Salary:	£27k p.a. + many other benefits

Job Description:

The Company is looking for a bright, enthusiastic individual with excellent communication skills and languages (fluent English plus Italian or French) is needed to support the busy European communications team at their Company in London. The role involves supporting the media relations needs and ambitions of various UK departmental sales, as well as campaign and administrative support to the European communications Managers based in London. Your tasks and responsibilities will include:

- To ensure the highest level of sale-related press coverage for allocated sales and projects and liaise with the international press team to promote European sales globally.
- To identify PR-related opportunities on an ongoing basis for assigned departments and projects.
- To provide support to the European communication Managers based in the UK office
- To support the Head of Communications on appropriate and pro-active sale-related coverage.
- To work as an integrated member of the European communications department in London.

Key Accountabilities:

- To develop and execute the highest level of consistent, accurate and pro-active sale-related press coverage, with an emphasis on allocated departments and projects.
- Measure: achievement of quality and quantity of press mentions and coverage (print, digital, online and broadcast) vs. targets set.
- To organise and facilitate departmental briefings on an ongoing basis to develop appropriate media plans and press campaigns.
- Measure: achievement of specific objectives as set out with assigned department as an integral part of agreed marketing and communications campaign, meeting business objectives; feedback from departments.

Key tasks:

- In conjunction with Head of Communications for Europe, develop and implement media plans and press campaigns for respective departments and projects, within team strategy.
- In conjunction with European communication Managers based in London, help with The Companies campaigns in parts of Continental Europe and provide administrative support
- Maintain pro-active, ongoing repertoire with section editors, correspondents, picture desks and other relevant external resources crucial to the success of implementing given media plan/press campaign.
- To take the lead on all press-related initiatives for assigned departments and projects.

Essential requirements:

- Excellent English written & spoken
- Excellent Italian or French (preferably both)
- Experience in communications, ideally for a luxury, fashion or arts related business
- Strong academic record
- Demonstrable interest in the Arts and Culture.
- Excellent communication and client service skills.
- Good team-playing and interpersonal skills.
- Strong organisational skills with an ability to manage multiple priorities.
- Ability to work calmly under pressure and to exacting standards
- Computer literacy, especially Word, Excel and Outlook packages.

Desirable attributes:

- Previous experience in a similar role or environment

Company activity:

- The Company has Sales rooms all over the world and is very high class and well known for their art collections, expertise and services.

Location:

- The Company is located in London.
- London is a very popular tourist attraction for many people from across the world and it has many attractions to choose between!
- Airports include; Heathrow, Luton, Stansted, Gatwick etc.
- Major towns such as Reading, Guildford and Windsor are all within easy reach and offer comprehensive ranges of facilities.
- London offers all the attractions you would expect from the national capital.

Remuneration details:

A salary of £27K p.a. + Benefits such as Performance related bonus system, Life assurance, Pension, Subsidised medical healthcare membership etc