

Intern role description

About you:

- You are proactive and driven and keen to get a step on the ladder into a career in PR
- You are hungry for knowledge and ready to learn the inner workings of a PR agency
- You are willing to get stuck in and give 110% to make the most of your experience

Main role:

As an integral part of the team, you are there to support and assist with the everyday running of a busy PR and social media agency. Working with the juniors, you complete admin to a high standard and work across the full team to keep things running smoothly. You help in ensuring the office is a great place to work and are happy to get stuck in with everything from sending and tracking samples to preparing for events. You will occasionally complete written tasks, giving you a chance to show off your creativity. The aim of your role is to learn as much from your PR superstar peers whilst being an essential member of the Little Red Rooster team.

Admin: As admin support across the full agency, you will jump from task to task. You are a whizz at mounting and ensure all coverage is mounted and with the team in a timely manner. Admin is completed to the best of your ability when it leaves your desk, and you are happy to get stuck into everything from event guest lists to stock lists. You can confidently send out samples, tracking these methodically and correctly. You are on top of office maintenance and upkeep and offer and, when able, implement suggestions to improve the working environment.

Clients: Helping the team have seamless relationships with clients, you assist with pulling together documents for various accounts. You are trusted to prepare for meetings in the office and act in a professional manner around clients.

Managing Up: You will report to everyone from junior account executives to account managers, with an account manager managing your workload. You will regularly update the team on where you are at with tasks and are confident in asking questions and flagging if you require additional support.

Attention to Detail: Attention to detail will be second to none. You complete all documents to the best of your ability, proofing your own work before sending it to the team.

Writing: You will have a keen interest in writing and are able to write documents with flair, following a clear and concise brief from the team. You will write coverage emails and internal documents everyday and will occasionally assist with press releases, media alerts and social media content to flex your creative muscles. You thoroughly check your spelling, grammar and formatting to ensure all writing is to the best of your ability.

Time Management: Excellent time management skills and the ability to work in a fast-paced environment is key to this role. The account manager managing you will assist with your workload and prioritising work to help you here.