

PHA Media Office Assistant Job Description (fixed term)

About Us

PHA Media is one of the fastest growing and most dynamic PR companies in the UK, proud to have achieved an array of industry awards while delivering exceptional levels of service to many high profile clients. Based on Wardour Street in Soho, we are an entrepreneurial, news driven agency and we invest heavily in the career development of our people.

About the Role

We are currently looking for an *Office Assistant* to help keep the general running of one of the UK's most successful PR offices for a period of at least four months. The ideal candidate will be an energetic, hardworking and personable individual, who has excellent communication and organisational skills. Some experience in a similar role and office environment is also preferred.

What You Will be Doing

- General front of house and office housekeeping
- Greeting clients, answering and transferring calls and taking relevant messages
- Admin support including faxing, scanning and photocopying
- Updating all marketing material
- Ordering stationary and dealing with external suppliers for office day to day requirements
- Updating and keeping contacts database
- Arranging travel
- Ensuring the meeting rooms are set up, presentable and IT requirements have been met for each meeting
- Organising catering for meetings where required
- Ensuring security of the office is adhered to
- Arranging business cards and printing
- Assisting in some PA duties if needed e.g diary management, travel and accommodation arrangements, taking minutes, booking restaurants and helping to arrange staff events

About You

We look forward to hearing from people who are excited about the prospect of joining one of the most successful PR agencies in London. We are looking for individuals who can demonstrate energy and enthusiasm for any task and who is keen to get exposure across the whole company

You should also be...

- A team player
- An exceptional communicator
- Self-motivated
- Super organised
- Passionate
- On time

What You Get

This is a rare opportunity to join one of London's leading PR agencies and to work across the company, building strong industry relationships and knowledge on the day to day running's of a fast paced London PR agency. We offer a variety of performance incentives, a comprehensive training and development plan as well as a diverse benefits package to ensure that you are rewarded as highly as possible. We can provide

more detail on this when we meet although, put simply, we believe in recognising, encouraging and rewarding talent.

The Team

PHA people have a real love and genuine passion for the media, are driven by results and are hugely successful. We think creatively in order to differentiate ourselves, develop new approaches and deliver an outstanding level of service to all. Our success is driven by the commitment, work ethic and exceptional communication skills of our team. We are also a sociable, friendly bunch and are looking for someone likeminded to become part of our team. If this sounds like you, we would love for you to get in touch. You can send your CV & Covering Letter to lucyg@pha-media.com

Hours: Hours will be 8:30am to 5:30pm Monday to Thursday and 8:30am to 4pm on Friday.