

PR/Communications Officer

Salary: to GBP 25,000.00 per year
Salary Details: Circa £25K
Position Type: Full Time, Permanent
Ref Code: AK/FSR3011

Company Profile

CorpCom is the UK's leading distributor of telecommunication products. Boasting over 20 years of experience in worldwide corporate communication, we are still expanding. For our new branch in Slough, we are currently looking for an able communications officer.

Job Description

Main duties:

- Researching media targets.
- News gathering.
- Interviewing for releases and features.
- Writing and distributing news releases and features.
- Liaise with staff, directors, customers and media.
- Photographic support for releases.
- Assist with preparation of the company's in-house publications.
- Monitoring and storing press cuttings.
- General Administration duties & creating presentations.

Candidate Profile

Qualifications:

- Three years experience of a broad range of writing is essential as either in house or agency or journalist.
- Knowledge of how media works.
- Recognise news angles, translate to releases & work under pressure.
- Experience of internal communications an advantage.
- Good level of IT skills; Word, Excel, Powerpoint.
- Organisational capabilities and event management.
- Candidates must also be car owner/drivers

Contact

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