

The Public Relations Assistant is the managerial help for the advertising office. The public relations professional is in-charge of performing various activities and assignments to maintain and enhance the impression of the customer among different internal and external audiences. Obligations include:

- Overseeing and executing ventures as assigned by the Marketing Manager
- Working with Marketing Manager to coordinate PR campaigns with client promotions
- Staying up to date with industry trends, sales, events, and new opportunities
- Planning and coordinating industry occasions, including client gatherings and public exhibitions; branding events and campaign launch for clients products and/or services.
- Working with Marketing Managers and the team as expected to help advance the organization's image, its items, and administrations