

PR Assistant (12-month FTC)

We have an exciting opportunity for a PR Assistant to join us and support the wider PR team as well as work with our in-house design teams and external agencies to support the delivery of PR campaigns and collections across our luxury and premium brands. As PR Assistant, you will support with daily administrative PR tasks, reporting and longer-term projects to build effective PR campaigns as well support the channel leads with brand management, communications, social media, events and advertising.

Responsibilities

- Work with PR & Communications team in a support capacity
- Work on presentations for product launches, stakeholder meetings and new collections
- Send out images and order samples for stylists, publications and events
- Support in liaising with our in-house design teams along with Brand Managers to collate new product in time for launch
- Support on previewing new collections to key publications and journalists
- Work with our agencies to ensure they have all they need for any launches
- Build relationships with press/editorial assistants, stylist assistants and publications
- Support in analysing interior trends and insights to proactively develop a content calendar
- Weekly and Monthly reporting on all brands coverage
- Support at key press events
- Maintain key journal database
- Support on International PR projects and outreach
- Support in briefing internal teams e.g., graphics team for upcoming press releases
- Daily administrative tasks to support the Communications Director & PR Team
- Deliver all projects to a high standard in line with Brand expectations
- Support the PR Exec with day-to-day image and product requests through press office

Skills & Experience

- Undergraduate or recent graduate of Marketing and/or equivalent
- Some previous experience working in an office environment (ideally within a Marketing or PR team)
- A highly self-motivated individual
- Comfortable communicating at all levels including with stakeholders (internal & external)
- Organized with the ability to plan and deliver on tight deadlines with high attention to detail
- Enjoys working in a team and closely with several internal stakeholders, able to present to stakeholders if required
- Comprehensive computer skills in the Microsoft Office suite
- Enjoys getting into the detail of a project to ensure all aspects have been covered
- Finds new processes of better working practices
- Works well under pressure and able to manage multiple projects simultaneously
- A creative thinker and problem solver

You can apply by sending your CV to jobs@sandersondesigngroup.com

About us

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.