



PR/ MARKETING COORDINATOR

Presteigne Charter, a leading Broadcast equipment rental specialist, require an experienced PR/ Marketing Coordinator to join our busy team based near Gatwick Airport.

Tasks

- To be responsible for all aspects of media relations, publicising the successes of the business.
- To liaise with the CEO and Director of Sales in developing and implementing a Marketing Strategy for the business.
- Liaison with Engineers, the Hire Desk and the Projects team to research upcoming jobs and prepare press releases and photography permissions.
- Writing all literature for the company including (but not exclusive to): Press releases; new product information; material for the company website; corporate brochure; invitations to corporate events etc.
- Planning and coordinating client events including open days and equipment demonstrations.
- Planning and coordinating the company's presence at various broadcasting exhibitions.
- Maintenance and development of the Company website.

The ideal candidate will:

- Have a proven background in PR and Marketing.
- Have excellent communication skills.
- Possess a high standard of written and spoken English, with qualifications to support this.
- Be proactive – this is a relatively new role and we are looking for someone to come in with ideas and suggestions and the wherewithal to implement these.
- Be willing to learn – as a unique and technical business, we need someone willing to learn about our products and services in order to represent our company effectively.
- Be a team player, enthusiastic and proactive.