

PUBLIC RELATIONS ASSISTANT - US

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, we are now looking to add new revenue streams to the Group. This presents a fantastic opportunity to capitalise on our infrastructure and leverage our expertise to drive the business forward across multiple channels.

As such, we are seeking a PR Assistant to join our in-house US PR team. Your role will be very hands on as the only assistant to support the PR Manager for the US in their day-to-day activities. This is a unique opportunity for a bright individual to learn the ropes in a small and very dynamic US press office.

Responsibilities

- To assist the In-house team with all day-to-day press activity
- To liaise with press contacts on a daily basis
- Selecting and requesting product samples and images to send to press
- To oversee PR Interns
- Screening daily domestic and international press for coverage on NET-A-PORTER and theOutnet.com
- Scanning cuttings and updating cuttings library
- Preparing press packs and all relevant materials
- Tracking product samples and liaising with the inventory team
- Preparing weekly PR report on behalf of the US in-house team

Experience and Skills

- Graduate (or equivalent) with previous work experience in the fashion industry
- Ambitious, hardworking and with an impeccable work ethic, you will assist the team on a daily basis with all relevant workload and will have a proven track record of exceptional organisational skills and strong attention to detail
- Acting as an ambassador for NET-A-PORTER and theOutnet.com, you will have exceptional communication and networking skills, a great sense of personal style
- Originality, creativity and initiative
- Ability to meet very tight deadlines
- Excellent written and verbal communication skills

Hours: 37.5 per week

Location: This role is based in our New York City office

To Apply

Please email us an updated CV and a cover letter explaining why you feel you are suited to the role to usjobs@net-a-porter.com

NO RECRUITMENT AGENCIES PLEASE