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# Job Description: Media and Team Assistant

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17/04/2019

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Reporting to Malcolm and Catherine Reading

## *I. Guide to tasks*

### **General**

- Answer the phone/deal with enquiries
- Help set up office in morning, welcome clients, book meeting spaces, offer refreshments
- Manage post and carry out associated tasks

### **Media**

- Draft media releases, case studies and website copy
- Proofread, check facts, run number checks
- Email press releases, post to website + social media and maintain databases
- Circulate Google analytics reports on website audiences
- Support rest of the team as necessary

### **Project**

- Assist team in writing project briefs and documents
- Support MRC team on projects as needed, including liaising with clients, arranging and attending meetings, taking minutes, writing letters/memos and proofreading
- Help with procurement processes, including logging and Q&As
- Issue weekly *Forward Look*

### **Bidding + Research**

- Draft bid materials
- Find and collate information for marketing purposes and communications
- Research new work opportunities and in-house projects
- Keep research materials in good order

## *II. Skills and approach*

- Strong writing skills and attention to detail, particularly note-taking
- Team-attitude, commitment and work ethic
- Good organisational skills
- Numeracy
- Initiative
- An enthusiasm for design and architecture
- Good working knowledge of Microsoft Office including Word, Excel and Outlook

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### *III. Standards*

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

*This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment*

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