



MartinGray PR, LLC

3200 Southwest Fwy., Suite 3300

Houston, TX 77027

Phone: 281.815.2101 Fax: 281.815.2433

[www.martingraypr.com](http://www.martingraypr.com)

## **PR ASSISTANT**

### Responsibilities

- The PR assistant will work closely with account coordinators and managers to produce basic production and detail work required for various accounts.
- Research
- Maintenance and creation of media lists and editorial calendars
- Database management
- PowerPoint presentations
- Maintenance of photo files
- Press kit assembly and distribution
- Production supervision
- General administrative duties (faxing, filing, copying, phone calls)