



<https://neemopani.com/careers/public-relations-business-development-assistant/>

## PR/Business Development Assistant

### Description

This is an Entry Level Position:

An ideal candidate for this position would be someone who is highly motivated, energetic, and has a passion for digital content creation and advertising. They should have entry-level experience in public relations, business development, or a related field, and possess excellent communication skills, both written and verbal. Strong organizational skills, attention to detail, and the ability to work independently as well as part of a team are also important.

The ideal candidate should be comfortable with conducting market research, creating and managing databases, and preparing pitches and proposals for potential clients and partners. They should be able to build relationships with potential clients and partners through phone, email, and in-person meetings.

Familiarity with social media platforms and digital marketing is a plus. Additionally, the ideal candidate should be someone who is creative, resourceful, and able to think outside the box to come up with new and innovative ideas to support the Business Development Officer in other business development and PR-related tasks.

### Responsibilities

- Conduct market research to identify potential clients and partners.
- Create and manage a database of potential clients and partners.
- Assist in preparing pitches and proposals for potential clients and partners.
- Build relationships with potential clients and partners through phone, email, and in-person meetings.
- Coordinate with the production team to secure actors and influencers for our shows and podcasts.
- Work with the Business Development Officer to create and execute PR strategies.
- Support the Business Development Officer in other business development and PR-related tasks.
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### Qualifications

- Entry-level experience in public relations, business development, or related field.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with social media platforms and digital marketing is a plus.
- Passion for digital content creation and advertising.

### Hiring organization

Neemopani

### Employment Type

Full-time

### Job Location

Building 146, Neemopani HQ, Civic Center, Bahria Town, Phase 4, Rawalpindi, Pakistan

### Base Salary

PKR 25000 - PKR 35000

### Date posted

April 8, 2023