



## **Internship, London**

Hume Brophy, a full-service public affairs and public relations consultancy is offering an internship position. Candidates must be enthusiastic, confident, willing to learn and dynamic and wanting to pursue a career in public relations.

### **Requirements**

- Must have experience working in an office and working with a team
- Must understand and have basic office administration skills
- Must be a fast learner and competent in performing and completing set tasks
- Self-motivation and the ability to work both with and without supervision
- Excellent communication skills verbal and written
- Ability to problem solve. Ability to think independently and creatively.
- Excellent relationship skills and interpersonal skills, calm under pressure with a sense of humour and fair play.

### **Job Description**

- You will provide ongoing support to account managers and executives across all accounts
- You will handle day to day PR activity, after an appropriate settling-in period
- You will be in charge of completing set daily and monthly administrative and office tasks
- You will answer phones and speak directly with press and clients

### **Terms and Remuneration**

The role would start on 1<sup>st</sup> September 2010, and would be for 3-4 months. There would be the prospect of a conversion to a full-time roll, dependent on individual performance and business needs

Hume Brophy will pay £1,000 per month gross salary.

### **Application Details**

Applicants should send a cover letter and CV to [careers@humbrophy.com](mailto:careers@humbrophy.com) including the reference code 'London-Internship' in the subject line.

For more information on Hume Brophy, visit our website at [www.humbrophy.com](http://www.humbrophy.com)