

## Job Description: PR and Marketing Manager

**Based in Cambridge or Manchester office, or work remotely (laptop, monitor, keyboard etc will be provided).**

As PR and Marketing Manager you will manage Zyme client accounts and projects, working with companies at the cutting edge, communicating new and exciting science that will impact human health. You will be part of the Zyme team, working closely with companies globally to help them raise awareness of their science, to target commercial partners and/or investors. You will work directly with science and business journalists and editors.

Work varies across the different client teams you will work with, but will include:

- Proactively managing client accounts assigned to you
- Copywriting press releases, articles, reports and other communications materials
- Media liaison, features research and proactive outreach around client news
- Attending client meetings and drafting actions lists
- Proactive use of social media and drafting/reviewing content for client social media profiles
- Managing PR and Marketing Executives, junior staff, and projects with partner organisations and freelancers
- Training junior staff and supporting their development
- Ensuring that internal systems and processes are maintained and kept up to date, including the PR database, CRM and timesheets systems
- Assisting Zyme in identifying and winning new business from both new and existing clients
- Attending and networking at conferences and events, working with clients and press

## Skills and experience

- Educated to at least undergraduate level in a life sciences subject
- Minimum three years communications/media relations experience, either in-house or agency-side
- Strong copywriting and editing skills with excellent attention to detail
- Knowledge of life science media, including international publications, editorial contacts and journalists

## Benefits

- Competitive salary and bonus
- Personalised career development plan and mentorship scheme
- Excellent pension, benefits and private healthcare
- Fully flexible working
- Opportunity to be involved with shaping Zyme, making your mark, supported by a great team 😊