

## Job Description: PR and Marketing Executive

### Based in Cambridge office

As PR and Marketing Executive you will be providing support across Zyme clients, 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:

- Researching, drafting, and editing press releases, articles and reports
- Attending client meetings (virtually, or in person when possible), preparing agendas, taking notes, drafting actions lists, building relationships with key contacts
- Social media, including content research and planning, posting, tracking and reporting metrics
- Monitoring press coverage, and compiling reports
- Conference and awards research, outreach and support
- Researching and copywriting other communications materials, such as content for client websites
- Preparing and distributing press releases and following up with publications
- Maintaining Zyme databases of media and industry contacts, using and updating the CRM systems
- Copy editing / proof reading
- General admin tasks and keeping an accurate record of work, using the timesheets system

### Skills and experience

- Educated to at least undergraduate level in a life science subject
- Minimum one year experience, either in-house or agency-side
- Organisational skills and the ability to work across multiple projects at the same time
- Excellent written English and attention to detail
- Proven copywriting skills
- Knowledge of social media platforms

### Benefits

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