

The Palomar and The Barbary: Communications Assistant

About Us

The Palomar opened in May 2014 and has become one of the most innovative and exciting restaurants in London. Serving the food of modern day Jerusalem, The Palomar has won OFM 'Best Restaurant', Tatler 'Restaurant of the Year', and the GQ 'Best Restaurant' Award. The Barbary, an intimate 24 seater kitchen bar, opened in June 2016 to much critical acclaim. The menu reflects the countries from the Atlantic Coast through to the Mediterranean Sea leading to the Middle East.

We are expanding the group and have exciting projects in the pipeline. We aim to create places that we want to go to, with a great environment, and to do that we need brilliant people to join us.

Job Description

We are looking for an enthusiastic and outgoing Communications Assistant to join our PR & Marketing team.

As the company is still small, the role of the Communications Assistant will be exciting and diverse, and the right candidate must have a flexible and can-do attitude. This is an ideal opportunity for someone looking to get into hospitality PR & Marketing and this varied position will include working across all of our ventures, supporting the Communications Manager with duties such as:

- Social media posting and monitoring
- Implementing marketing strategies & devising marketing reports
- PR liaison plus administrative tasks such as maintaining databases and updating press coverage timelines
- Supporting on events organisation
- Media monitoring
- Guest, local business and concierge relations
- Participating in office brainstorming and discussions
- Assisting with incoming inquires and requests
- Research covering a broad range of topics eg. local marketing, social media opportunities

We are a lovely and close-knit team, and as the business grows there will be plenty of opportunity for the right candidate to grow with us. Every new project will come with a new set of responsibilities and you will play an important role in helping to launch each one.

The Ideal Candidate

- Should have an outgoing and positive disposition
- Can demonstrate excellent knowledge and experience across all social media platforms
- Must be organised and meticulous
- Have a keen interest in the food and hospitality scene
- A team player, you should have a flexible approach to what the work day will bring, as well as being proactive, positive and self-motivated
- Excellent written and spoken English and a sound knowledge of Microsoft Office (namely Word and Excel)
- Additional front of house experience is preferable but not essential
- At least one years' experience in a relevant role

Competitive salary, dependent on experience