

Job description
Executive - Corporate Communications

Key Requirements:

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field.
- Proven experience of 6 months internship/full-time in corporate communications/PR within a digital marketing or PR agency.
- Strong written and verbal communication skills.
- Proficiency in using communication tools and social media platforms.
- Strong research, analytical, and organizational skills with a keen attention to detail.

Key Responsibilities:

- Execute internal plans, ensuring timely delivery of communication across various channels including digital PR, social media, and internal newsletters.
- Coordinate with different departments to gather information and create cohesive and engaging communication materials and case studies.
- Conduct regular research and be on the lookout for media queries, awards, events, digital PR, and social media to stay updated on trends, strategies, and innovations.
- Assist in the planning and execution of events, awards, and other company initiatives.
- Develop content for various communication platforms, including social media posts, press releases, internal announcements, and newsletters.
- Collaborate with the internal creative teams to make visually appealing and impactful communication materials.
- Monitor and report on the effectiveness of communication strategies and campaigns, providing recommendations for improvement.
- Support the team in maintaining a database of media contacts, industry awards, and event calendars.
- Assist in the preparation of presentations and reports for management.