



## Public Relation Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 10, 2018
- **Deadline:** Aug. 18, 2018, 11:59 p.m.

### Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- At least 3 years of working experience in the related field
- Proven experience as a Public Relations Officer or similar PR role
- Experience managing media relations (online, broadcast and print)
- Background in researching, writing and editing publications
- Proficient in MS Office and social media
- Familiarity with project management software and video/photo editing is a plus
- Strong communication ability (oral and written)
- Excellent organizational skills
- Ability to work well under pressure
- Creativity and problem-solving aptitude

### Preferred Educational Qualification:

- Bachelor

### Educational Description:

- BSc/BA in Public Relations, Journalism, Communications or a related field

### Other Specific Requirements:

- Experience managing office staff
  - Strong computer software skills in MS Excel and Word, Powerpoint
  - Accounting software skills preferred
  - Strong communication skills, both oral and written with fluency in both English and Nepali required
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### Job Description

- Develop PR campaigns and media relations strategies
- Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management
- Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Prepare and distribute press releases
- Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson
- Seek opportunities for partnerships, sponsorships and advertising
- Address inquiries from the media and other parties
- Track media coverage and follow industry trends
- Prepare and submit PR reports
- Manage PR issues

**Benefit:**

- Periodic Salary review
- Working Hours: 9 am – 6 pm (5 working days in a week)
- Opportunity to perform workshop, training and onsite presentation at Head office in Kuala Lumpur, Malaysia

**Applying Procedure:**

Interested candidates are required to send their updated resume at [hr@8squarei.com](mailto:hr@8squarei.com)

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/public-relation-officer-65/>

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