



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, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Bachelor
Experience Required : More than or equals 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
-

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

OR,

Applying Procedure

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

Generated By

