

## Corporate Communications Executive

### Job Description

Will be reporting to the Manager, Corporate Communications. This role is responsible for the corporate communication that includes public relations, social media and various events to generate media coverage and enhance brand visibility.

### Responsibilities

- Assist in implementing a diverse range of media communications plans to enhance the profile of the Association
- Ideate and generate engaging content ideas for our social media channels
- Assist in overseeing the organization's social media platforms to promote corporate activities, engage with the online community, and enhance our digital presence
- Liaise with internal and external stakeholders to coordinate communication efforts and ensure messages are consistent.
- Responsible for events coverage and provide design work for all marketing collaterals

### Requirements

- Degree/Diploma in Mass Communications, Media, Marketing, or equivalent
- Design background in either print or broadcast or keen interest and a flair for design
- Minimum 1 year of relevant working experience in public relations, communications, or content production for publications or social media
- Possess good communication and interpersonal skill, creative, meticulous and task orientated

**\*There is potential opportunity for contract renewable or conversion when contract expiring in a year time.**