

VACANCY: Corporate Communications Officer

We are currently seeking an experienced **Corporate Communications Officer** to join our rapidly growing team.

Description:

The CCO will be expected to provide professional support in the design and implementation of effective Public Relations practices.

Objectives:

- Consult with senior Management on PR guidance when appropriate.
- Develop solutions, programs and policies to enhance the image of the company.
- Drive PR initiatives in collaboration with Management.
- Maintain (or improve) the PR relations climate.

Key Responsibilities:

- Maintains positive relations with all media houses and ensures that all company activities are given favourable and timely coverage. Coordinates the press and represents the various initiatives of the company.
- Mandated to produce press releases, media briefs, company newsletters and Ads.
- In conjunction with Management, organises, coordinates, and executes corporate events and ensures that maximum PR coverage is provided.
- Builds favourable and sustainable public relations with communities through corporate social responsibility (CSR) programmes;
- Maintains and updates website and Facebook page with all relevant PR material to sustain the company's positive public image.
- Develops content for the online platform to maintain a positive image for the company.
- Ensures that all promotions and other company related events are given adequate PR coverage.
- Liaises with key stakeholders to ensure PR programme is incorporated throughout the company.
- Actively monitors all publications and social media for positive and negative postings and comments about the company and notifies management
- Manage external marketing company (if any)
- Manages positive social media postings on a weekly basis

Qualifications, Experience & Skills:

- Degree in Communication Management or related field. A Master's degree would be considered an asset.
- Minimum of 3-5 years experience at a senior level.
- Working knowledge of the local PR landscape and relevant ethical principles that guide the profession.
- Experience with printed publications in Guyana
- Experience with all social media platforms
- Experience in creating videos
- Strong leadership skills.
- Excellent communication skills.
- Analytical skills.
- Problem-solving skills.
- Excellent interpersonal skills.
- High Emotional Intelligence
- Business acumen
- Strong networking
- Strong interpersonal skills.
- Ability to :
 - Be flexible
 - Be self-directed
 - Take initiative
 - Negotiate

Only shortlisted candidates will be contacted.

Closing Date: Friday, August 13, 2021