

Communication Manager

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Company: Office Suppliers

Location: Karachi Division

Category: sales-and-related

- Identify and establish relationships with key industry publications and media in Pakistan- Support and manage external advertising campaigns- Support and manage development of marketing material- Write, get approval for and distribute news releases for halnet- On behalf of Halcrow Pakistan contribute to company-wide internal communications campaigns and vehicles, including the employee magazine, intranet notices, and the chief executive's business update- Provide support for exhibitions, conferences and other client/industry focused events.- Ensure that all communications activities are aligned with group and regional objectives and that all visual and writing standards are maintained- Provide support to Middle East communications manager in matters related to internal and external communication (including research, writing, copywriting, editorial, video production support and project management services)Provide copy writing and editorial support for the bid (work winning) processes.-Support corporate initiatives, for example, Act now!, Project Excellence, better bidding program, Cordis, staff survey. Job Specification Primarily, the ability to undertake the three broad requirements for a good communications manager, namely, the provision of:-the insight and experience to be able to 'unpack' a problem or challenge and break it down into its constituent parts;-the ideas needed to develop a creative solution;-the appropriate project management skills to ensure product/service delivery.-The ability to write in a well structured, purposeful manner for a wide range of media including press releases and articles, videos, websites, brochures, adverts and internal newsletters/magazines is essential.-Understanding of internal communications techniques and tools.-Proven relationship building skills with journalists.-Understanding of the principles associated with activities such as

graphic design, web design, print production and management, video, exhibitions and conferences.Strong working knowledge of Microsoft Office.Good working knowledge of HTML (or a willingness to learn).Information Technology and Services - Karachi, Pakistan About Us
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