

DEADLINE TO APPLY
FRIDAY 28TH NOVEMBER, 2025



We're Hiring!

Corporate Communication Manager



DUTIES/RESPONSIBILITIES

- Managing of the Corporate Communications department of the Company.
- Managing the Communication Strategy of the Company.
- Formulating and overseeing the ongoing promotional plans of the Company.
- Responsible for the promotion of the Company's mission, products and services to both internal and external customers.
- Work alongside other departments as it relates to preparing and editing communication materials to be used in the promotion and advertising of the Company policies, products and services.
- Responsible for the drafting of press releases, news articles, brochures, pamphlets, calendars, web content, speeches and other information to be disseminated to the general public.
- Oversee the company media outreaches including radio programs, outside broadcasts newsletter, etc.
- Management of the Company's website and Facebook, Instagram page and WhatsApp channel.
- Monitoring and analyzing the company's communication efforts in making recommendations for improvement.
- Review reports and presentations of colleagues as necessary.
- Work with the General Manager and other Managers in formulating messaging strategy for communication with staff.
- Training staff in applicable areas relating to corporate communications.
- Keeping up to date on the latest communication trends and providing innovative ideas for management.

REQUIREMENTS

- ▶ Bachelor's degree in Communications or Marketing
- ▶ 3 years or more experience in Communications or Marketing.
- ▶ Excellent written and verbal communication skills.
- ▶ Strong leadership with the ability to lead and motivate team.
- ▶ Customer satisfaction oriented.
- ▶ Team oriented.
- ▶ Expertise in managing social media websites and content management.
- ▶ Building and maintaining relationships with stakeholders and employees.
- ▶ Ability to work collaboratively with various departments and managers.
- ▶ Proficient in using communication tools and platforms.

**RESUME & APPLICATION LETTER
MUST BE SUBMITTED TO
HR DEPARTMENT AT HR@SKELEC.KN**