

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-870-2022
Company Name	OMT
Industry	Financial Services
Vacancy	Senior Content Writing & Communication Specialist
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time Employment
Major(s)	Translation or Public Relations
Degree	University Degree
Years of Experience	Minimum 7 years
Location	OMT HQ (Sami Soleh)
Remuneration & Benefits	NSSF and Transportation
Currency (LBP, Dollar, Lollar)	Dollar and Lollar
Tasks & Responsibilities	<p>Content Writing & Corporate Communications</p> <ul style="list-style-type: none"> • Understands OMT business and operating model and tailors written communications & memos to fit OMT & Stakeholders needs • Creates communication programs that effectively describe and promote OMT services and products • Researches, writes and distributes press releases and other communications to targeted media and defined targeted audience; follows-up on their distribution • Tracks, monitors, measures and disseminates, both social and traditional media mentions; maintains and responds to public media inquiries • Monitors OMT content distribution and ensures its implementation within planned schedule • Researches and monitors daily news, market competition (on websites, newspapers, magazines, etc...); reports findings to concerned parties • Develops content for publication including brochures contents, proposals, hand-outs, memos, direct mails, postings, internal and external newsletters, etc...

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- Manages OMT website & mobile application content by creating, maintaining and editing/ updating all content information, including editing and production of written outputs in English and Arabic; collaboratively ensures content-related protocols to keep website up-to date
- Collates and analyses media coverage; liaises with, and answers inquiries from key spokespeople, media and colleagues
- Participates in organizing events and press conferences
- Engages with OMT Stakeholders to interpret and analyse new/existing services processes in order to come up with relevant corporate communications

Media Relations

- Establishes and maintains positive associations with the public and media on behalf of OMT in order to sustain brand impact and optimize customers experience
- Participates in implementing the PR strategy by coordinating and executing related public relations and corporate communications content & projects in order to maximize the impact and awareness of OMT brand and services
- Researches and monitors daily news, market competition (on websites, newspapers, magazines, etc...); reports findings to concerned parties
- Participates in organizing events and press conferences
- Plans for media content distribution and booking across targeted media and defined targeted audience
- Monitors OMT content distribution and ensures its implementation within planned budget and schedule