

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-891-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Communication Manager
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business
Degree	Marketing / Advertising
Years of Experience	6 to 10 years
Location	Kuwait
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Description</p> <ul style="list-style-type: none"> • Working within the Marketing team, the Communications Manager will develop and deliver communication strategies to build profile, brand reputation and awareness for the institution. • Develop the overall communication strategy and oversee the execution of the strategy and related activities within the college and affiliated institution. • Creating compelling content in Arabic and English for various media such as corporate reports, press releases, articles and interviews ensuring alignment with the company's mission and the communication strategy. • Skilled in translation both to and from Arabic and English, demonstrating impeccable grammar in both languages. • Management of the college corporate digital channels (e.g. website, LinkedIn) in terms of content and SEO, as well as continuous liaison with other

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departments to update and upgrade all sections of the website.

- Development of an editorial calendar to cover activities including but not limited to campaigns, CSR initiatives, etc.
- Provide support to departments in terms of writing/reviewing content, ensuring items are error-free and aligned with the institution's corporate identity and image.

Requirements

- Bachelor degree in Marketing, Public Relations or a related field.
- 5+ years of proven experience in Communications within industries such as media/journalism, or within leading financial, academic or corporate institutions.
- Passion and willingness for continuous development and improvement.
- Helpful and supportive for all stakeholders.
- Ability to work extra hours and under pressure to meet certain projects' deadlines.
- Ability to adapt the writing, context and tone voice depending on the project and target audience which can include: students, alumni, leading individuals and public figures, community at large.
- Fluent in Arabic and English.