Career4UMe want a Public Relations Officer

Job Description and Requirements
• Planning, developing and implementing PR strategies; organise and manage events, exhibitions, conferences and product launches.
• Assist in preparing organisational documents such as annual reports, corporate profiles and submissions; write speeches, prepare visual aids and make public presentations.

Required Skills:
• Strong leadership & team-building skills
• Excellent verbal, written and presentation skills.
• Excellent organisational, scheduling and planning skills.
• Excellent communication skills both orally and in writing.
• Excellent interpersonal skills.
• Good IT skills.