

ZEE

CORPORATE PR

Job Description:

- Planning and executing content strategies to reach out effectively, build brand awareness
- Managing content of ZEE communication channels such as Facebook Fanpage, LinkedIn, Website, TikTok
- Updating case studies of ZEE's projects and activities
- Build, and maintain relationships with media partners, media agencies, and influencers to create effective collaborations, help increase awareness and competitiveness for ZEE
- Managing the PR aspect of a potential crisis
- Researching, writing, pitching, and distributing press releases to targeted media; organizing events including press conferences, exhibitions, open days, and press tours
- Organize and promote employee recognition programs and events
- Organize internal activities to develop the company's culture

Job Requirements:

- BSc/BA in Public Relations, Journalism, Communications or a related field
- Proven at least 1-year experience as an Intern Communication or similar PR role in an Agency environment
- Background in researching, writing, and editing publications
- Proficient in MS Office and social media
- Familiarity with project management software and video/photo editing is a plus
- Strong communication ability (oral and written)
- Excellent organizational skills
- Ability to work well under pressure
- Creativity and problem-solving attitude, attention to details
- Excellent written and verbal communication skills in both English and Vietnamese

Benefits:

- Work in a very motivated & open working environment
- Competitive salary and bonus based on the actual performance
- Social Insurance, Health Insurance as required by law
- 24/7 Private Health Insurance

Working time and Location:

- Monday- Friday: 9.00 am - 6.00 pm
- FIT24 Building, No.1 Ba Thang Hai Street, Ward 11, Dist. 10, HCMC

Apply:

- Send your CV and Portfolio (In English) via <https://zeecompany.talent.vn/careers>