



## **COMMUNICATIONS OFFICER**

*The Communications Officer will serve as a member of the Corporate Communications Department and contribute to the development of Internal & External Communication Programmes and Campaigns designed to keep internal and external stakeholders of the e Teck Group of companies, informed and engaged. He/she will be responsible for the production and dissemination of various communication materials, implementation of various campaigns and provision of event planning and management support.*

**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Schedule Support the development and implementation of the Internal Communications Programme designed to drive staff understanding of and alignment to the corporate mandate and strategy. Develop Communication Campaigns to support corporate initiatives aimed at internal or external audiences and utilizes appropriate evaluation tools to assess the effectiveness and impact of these campaigns.
2. Provide public relations and event planning support for stakeholder management programmes of Divisions.
3. Serve as events coordinator for corporate events and observances and ensure that all protocol arrangements are in place.
4. Generate publicity for e Teck's Philanthropic Donations and Corporate Sponsorships.
5. Prepare internal announcements including but not limited to, newsletters, internal videos, staff features, success stories etc. Coordinate with Ad agency and internal divisions in the accurate and timely appearance of corporate ads.
6. Manage the digital-photography database for use in eTeck's print and electronic publications.
7. Represent e TecK at public forums and community meetings and serve on internal committees as requested by the Head, Corporate Communications.
8. Select and procure corporate promotional items.
9. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
10. Perform any other duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Bachelors Degree in Public Relations, Mass Communications, Journalism, Behavior Change Communication or the equivalent combination of education and experience.
2. Three (3) years experience in a similar position.

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Excellent oral and written skills.
2. Strong organizational and time management skills
3. Attention to detail and high level of accuracy
4. Results-Focused, self-directed, accountable team player.
5. Interpersonal and diplomatic skills.
6. Computer literate, proficient in the use of Microsoft Office
7. Experience in prioritizing and managing multiple projects with deadlines.
8. Knowledge of the field of Event Planning and Public Relations
9. Demonstrated ability to develop Communication, Marketing and Internal Branding Campaigns.
10. Knowledge of Employee Communications and Stakeholder Management Principles and Public Relations Metrics and Evaluation

**All interested suitably qualified applicants should submit their resumes by **January 06, 2025.****

**Unsuitable candidates will not be acknowledged.**

To [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
Subject: Vacancy –Communications Officer