

Job Description / Vacancy Announcement

COMMUNICATIONS OFFICER (Corporate & Marketing)

Looking to make a real impact?
Passionate about communication and telling stories?
Want to build a career with potential for global impact?

Norpak International, a social enterprise based in Sultan Town, Faisalabad, with more than 30 years of experience in responsible and sustainable production of handmade home and interior products and textiles for export and domestic sales, is looking for a motivated and ambitious Communications Officer (Corporate & Marketing) to support the company's diverse internal and external communications needs.

The Communications Officer (Corporate & Marketing) will report to the Head of the Department and contribute to conceptualising, creating, writing and editing all the company's online and offline communication materials. In this role, you should be an excellent communicator through text and images, with a particularly strong attention to detail. Preferably, you will have both corporate administrative and social media marketing experience.

Ultimately, your goal will be to help ensure clear communication of our company's messages across all platforms and channels.

Responsibilities

- Provide support on all corporate communications needs
- Contribute to developing a corporate brand and visual identity, reflecting the vision and mission of the company
- Assist in ensuring companywide understanding of and adherence to branding
- Contribute to developing marketing tools responding to the needs of and reflecting the vision and mission of the company
- Draft and edit communications materials (e.g. press releases, publications, reports, catalogues, social media posts etc.)
- Create and maintain web and social media content
- Facilitate effective internal communications
- Prepare templates and designs for presentations, reports and other communication tools

Requirements

- 3-5 years of relevant experience from working with corporate communications
- Understanding of social media, and the role and potential of digital communications
- Proficiency in relevant digital tools, incl. MS Office, design software and content management systems is a plus
- Solid editing and researching skills
- MSc/MA/MBA in marketing, communications or a related field is desired

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Competencies

- Effective written and verbal interpersonal and communication skills (English, Urdu)
- Strong decision-making skills and a results-driven approach
- Ability to multi-task, set and meet deadlines
- Positive, convincing and confident personality
- Attention to detail
- Strong time-management and organizational skills
- Adaptability and ability to strategize and solve problems
- Integrity, honesty and ethical behaviour

Benefits

- For successful candidates, we can offer an energetic and forward-looking position, providing first-hand exposure to a unique company and ample opportunities to grow professionally and personally.
- A competitive remuneration and benefits package will be provided to the right candidate.
- Flexible working arrangements, upon prior approval from management
- Free education for own children aged 5 to 17 years at the adjacent LAMS school (subject to terms and conditions)

More information and contact

- Visit our website www.norpak.pk or follow us on social media (@norpakint on Facebook, Instagram and LinkedIn)
- For any specific questions about this vacancy, please write to careers@norpak.pk

Norpak International celebrates diversity and especially encourages female candidates and persons with disabilities to apply.

Apply

To apply for this position, please submit the following to careers@norpak.pk:

- A letter of motivation, explaining in no more than one page why you are motivated to join Norpak International.
- Your updated CV
- Any applicable references

Please note that applications without a supporting letter of motivation may not be considered.

Only shortlisted candidates will be contacted.

NORPAK INTERNATIONAL

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Follow us on social media: @norpakint