

Job Summary:

The Singapore Organisation of Seamen is seeking a motivated and experienced individual to join our Strategic Communications Division. This full-time, permanent position offers an exciting opportunity to contribute to the growth and impact of our communications efforts.

We are looking for a candidate with good communication and organisational skills, capable of enhancing our communication strategies across various platforms and stakeholder groups.

The ideal candidate will be passionate about building and nurturing stakeholder relationships, with experience in content creation, copywriting, corporate communications, public relations, or related fields.

Responsibilities:

- Develop effective communication strategies that enhance the organisation's visibility, public image and outreach.
- Project execution, content creation and production for print and digital collaterals.
- Ensure print, digital and social media platforms are active and up-to-date.
- Assist with corporate photography at events and ensure visual documentation meets the organisation's standards.
- Stay informed of industry trends and best practices to maintain innovation within the division
- Be well-versed in the digital and social media landscape and know-how.
- Collaborate with internal departments to ensure communication strategies align with the organisation's broader goals.
- Prepare reports and presentations related to strategic communications initiatives.
- Travel as required for overseas assignments.
- Perform other duties that the role may require.

Qualifications:

- **Education:** Minimum Diploma in Mass Communications, Communications & Media Management, or a related field.
- **Experience:** Minimum 3 years of relevant experience in corporate communications, public relations, or a related role.

Knowledge and Skills:

- Proven experience in corporate communications, media relations, and content management.
- Proven written and verbal communication skills, including speeches, messages, press releases, and articles for publication. Proficient in digital tools and platforms, including Canva, CMS, Adobe Creative Suite, website maintenance, video editing and social media management tools.
- Good photography skills, especially event photography.
- Ability to work both independently and collaboratively, managing multiple tasks and meeting deadlines.
- Adaptable to a fast-paced and dynamic work environment.