

Communications Specialist

TRAININGS
RECRUITMENTS
CONSULTANCY

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EPPC Kosovo, on behalf of its client, a **leading Institution**, is recruiting a **Communications Specialist**. Editing, writing, and event management will be an important part of this position.

Essential responsibilities:

- Organize and implement events such as conferences, forums, workshops, annual meetings, roundtable discussions, fairs;
- Prepare different brochures, leaflets, roll-up banners and other promotional materials for the organization;
- Monitors publications of the relevant institutions, gathers and circulates the information with the banking sector;
- Develop and produce accurate, clear and consistent information and communication materials for both internal and external use;
- Updates and content published in the communication channels of the institution (web page, Facebook, LinkedIn) ;
- Monitors the media on daily basis, prepares reports in written on all articles/publications/opinions related directly to the banking sector or covering activities which may affect it in some way.

Qualifications required:

- BSc/BA in Marketing, Communications or a related field is desired;
- Proven experience as in communications and PR or similar role;
- Understanding of media relations and digital media strategies;
- Proficient in MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus;
- Solid editing and researching skills;
- Excellent communication abilities (oral and written) in Albanian and English language;
- Strong attention to detail;
- Organizational skills;
- Strong organization skills with a problem-solving attitude.

Facts and Figures:

Position:	Communications Specialist;
Location:	Prishtina;
Salary:	Competitive;
Contract:	According to Labor Law of Kosovo;
Deadline:	23.03.2020.

How to apply:

To apply for the position, please send your CV and related documents by specifying the position you are applying for "**Communications Specialist**", at the e-mail address:

kosovo@eppc.al

You will be contacted by EPPC Kosovo only if your CV & support documents will be qualified by our evaluation team.