



Public Relations / Investor Relations Manager

Company : Swiber Corporate Services Pte Ltd

Location: Singapore - IBP



Responsibilities:

- ❖ Conceptualise and craft news releases, speeches and marketing materials e.g. corporate reports, advertisements, brochures, direct mailers and eDMs, websites and invitations
- ❖ Organise and conduct analyst, investor and press briefings and events to build up and enhance the brand and image of the Company
- ❖ Serve as media liaison and central point of contact for press queries
- ❖ Conduct intensive market, industry and competitor research to identify market/industry trends and opportunities for capitalisation
- ❖ Produce regular research/competitive analysis reports for management review
- ❖ Conceptualise, plan and develop marketing communication, public relations and website strategies to increase brand awareness
- ❖ Lead, execute and implement different types of projects: launches, promotions, client and investor events , sponsorships, media and analyst briefings etc

Requirements :-

- ❖ Recognised degree in Business, Economics, Finance or Mass Communications
- ❖ Min 5 years of relevant experience in similar role preferably in a Public Relations / Investor Relations firm or in the Marine/Oil & Gas Industry

- ❖ Good experience in public relations and marketing communications with proven track record in delivering impactful media coverage, with a creative mind with the ability to conceptualise unconventional media angles and strategies
- ❖ Good media contacts and excellent media relations skills
- ❖ Excellent communication (spoken and written), relationship building and stakeholder management skills to interact with and manage a diverse set of different stakeholder groups
- ❖ Possess keen attention to detail and good analytical ability
- ❖ Works well under pressure and able to meet tight deadlines
- ❖ Work Location: Jurong International Business Park