

Job Vacany: Al Habtoor Group LLC

Title Position: Communications Manager

Department: Media and Communications Department, Al Habtoor Group HQ

Responsibilities:

- To research, writing and distributing press releases to targeted media.
- To organize events including press conferences, open days and press invitations.
- To maintain and update information on the Al Habtoor Group's website / websites.
- To supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes.
- To assist in the production of stationary for the Al Habtoor Group.
- To liaise with and answering enquiries from media, individuals and other organisations, via telephone or email.
- To assist the Director of Media and Communications in managing major local and international charitable works and sponsorships as well as tracking and monitoring its development through regular update reports from concerned executives and site visits if and when required.
- To assist the Director of Media and Communications to acting in response to the assignments given by the Chairman and CEO related, but not limited to local charitable works and sponsorships.
- To ensure that all documents received from the Executives Offices are recorded and filed, whether approved or disapproved, for future references.
- To communicate with Al Habtoor Group subsidiaries to include the news in the corporate magazine *Al Shindagah* and corporate newsletter *Sawalef* under Habtoor News
- To liaise with the Chairman's office to include Chairman's news and activities in the corporate magazine *Al Shindagah*.

To Assist the Director of Community Affairs & Communications in:

- Overseeing the Social Media pages for Al Habtoor Group, the chairman Mr. Khalaf Al Habtoor, and the sports events.
- Handling and coordinating the required press releases with the media, locally and internationally.
- Organizing and managing special events assigned by the Chairman and/or Vice Chairman & CEO such as Polo events, reward systems and other events.
- Analyzing information received to effectively present ideas and concepts and recommend courses of action.
- Providing direction and supervision in the timely production of the Al Habtoor Group's publications i.e. *Al Shindagah* Magazine and *Sawalef*.
- Producing the books published by the Al Habtoor Group, i.e. Essays for Truth Seekers, Final Mission...
- Producing the stationary and advertising material for the *Al Farooq Omar Ibn Al Khattab Mosque and Centre*, including its website, in collaboration with the Director of Community relations.
- *Al Shindagah* magazine should be distributed 7 working days before due which is by 1st day of every 2 months. It is important for the Communications manager to assist the Editor-in-Chief in the following tasks for *Al Shindagah*:
 1. Insure timely production for the six issues per year magazine
 2. Propose new articles / topics
 3. Assist in assigning the free lance writing when necessary
 4. Edit the Arabic translation of the articles of *Al Shindagah*
 5. Supervise the Graphic Designer to create the layout of the magazine.
 6. Arrange and supervise printing and timely delivery of the magazine
 Assist in securing the required advertising printing of the ma

If you are interested in please Send your CV to:

ahghr2012@hotmail.com

Contact Person:

Nasser Ali Alali

Company Address

Al Wasl Road, Umm Sequiem – Dubai, UAE

P.O. Box 25444, Dubai

Days of week and Hours of work:

- 5 days (Sun to Thu) per week
- 9 hours per day (8 am to 1 pm | 2 pm to 6pm)

Hire Date:

ASAP

Number of Positions:

1

Salary:

AHG pays competitive salaries

Benefits:

Medical insurance

Annual leave (30 days)