



<https://shirazilimited.com/job/public-relation-officer/>

## Public Relation Officer

### Description

We are looking for a Public Relations (PR) Officer to organize and oversee PR activities and ensure effective communication with stakeholders, media and the public.

As a PR Officer, you should be an organized and cool-tempered professional who is able to handle a crisis. We expect you to have a creative mind and excellent communication skills. If you are also confident in your public speaking and project management abilities, we'd like to meet you.

Your goal will be to cultivate a positive company image.

### Responsibilities

- Develop PR campaigns and media relations strategies
- Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management
- Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Prepare and distribute press releases
- Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson
- Seek opportunities for partnerships, sponsorships and advertising
- Address inquiries from the media and other parties
- Track media coverage and follow industry trends
- Prepare and submit PR reports
- Manage PR issues

### Qualifications

- Proven experience as a Public Relations Officer or similar PR role
- Experience managing media relations (online, broadcast and print)
- Background in researching, writing and editing publications
- Proficient in MS Office and social media
- Familiarity with project management software and video/photo editing is a plus
- Strong communication ability (oral and written)
- Excellent organizational skills
- Ability to work well under pressure
- Creativity and problem-solving aptitude
- BSc/BA in Public Relations, Journalism, Communications or a related field

### Hiring organization

Shirazi Trading House

### Employment Type

Full-time

### Duration of employment

2 years

### Industry

Investment

### Job Location

Tehran, Iran

### Working Hours

Flexible

### Base Salary

1000 \$ - **Base Salary**  
1500 \$

### Date posted

August 8, 2023

### Valid through

30.09.2023