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| **Title** | Communication Officers |
| **Job type** | MTO |
| **Department** | Digital Media/Designing/Photography |
| **Job Province** | Punjab |
| **Job Location** | National Police Foundation, PWD near Bahria Town Phase 4. |
| **Gender** | Female applicants only |
| **Minimum Education** | Bachelors |
| **Career level** | Entry level |
| **Minimum Experience** | 1 year |
| **Apply by** | Indefinite |
| **Language preference** | Fluency in English required |

**Overall goal and key results as expected:**

Tehzeeb Baker is seeking to hire a communication officer for its designing department. She will work closely with the digital team in overall implementation of the company’s entire digital presence, communication, content writing, delivery project’s assistance and specifically be responsible for the implementation of the organization’s upcoming events and project.

**She will be expected to:**

* Self-driven and motivated.
* Contribute to other projects when required.
* Brainstorming new and innovative ideas/trends.
* She is able to work as a team player.
* Manage the implementation of the overall assigned project.
* Ensure effective management of the project in view of deadlines, quality control and efficient use of office resources and equipment’s.
* Perform as a good team player, both within the digital team as well as between other departments.
* She is able to take instructions and work with responsibility.

**Summary of Key Function:**

* She has a creative flair, versatility, conceptual/visual ability and originality.
* She is up-to date with Microsoft office, power point, excel and Gmail.
* She is able to work on Invision for workflow and collaboration.
* She is up-to date and able to manageindustry’s leading social media platforms like Facebook, Instagram, YouTube, Snapchat, food pages and website.
* She is able to do report writing, content writing and deliver presentations.
* She is able to communicate well with customers in written or oral communication.
* She is able to manage delivery and orders operations.
* She is able to create and implement digital campaigns for the company.
* She is able to do deal with customer complaints.
* She is able to manage, track and assemble inventory.
* She is able to create art and craft work.
* Ensures provision of efficient event execution.
* Ensuring strategic direction of the project operations during events.

Applicant must have a portfolio demonstrating excellence in written communication.

**Please Note:**

HEC attested degrees are a prerequisite for employment. During the recruitment process candidates will be required to present HEC attested degrees, passport size photograph, resume and complete employment form. Our company does not charge a fee at any stage of the recruitment. Our company is a peace and environment friendly organization.

Email resumes at **hr.pwd@yahoo.com**