

PR & Marketing Assistant

Full-time Position
Dubai, UAE

About the Opportunity:

Phanes Group is looking for a creative and results-driven PR & Marketing Assistant to support our Corporate Communications & Marketing Functions.

Want to get to know us better?
Connect with us on LinkedIn:
<https://www.linkedin.com/company/phanes-group>

Purpose:

This is an opportunity for a someone looking for a career in marketing with an interest in the renewable energy industry. You will work in a very dynamic corporate environment within an international team with global exposure. This role will be instrumental in the development and execution of the Group's communication and marketing plans, including supporting the department and overall business strategies.

Tasks:

- Support drafting of presentations (both internal and external);
- Maintain and ensure adherence by all to the Group's corporate branding design and styling guidelines;
- Research, support and prepare all social media, publications and website content;
- Ensure all public facing materials (online profiles, website, brochures) and information are up to date and relevant;
- Assist in the organization and execution of corporate events, conferences, and workshops, etc.;
- Liaise with vendors regarding corporate marketing materials and setting best prices;
- Prepare, coordinate and maintain corporate newsletters;
- Research industry-related data and content, reporting regularly on information;
- Maintain high levels of quality on all presentations of date and content, setting best practice for the wider team;
- Coordination of data and reporting for management team members;
- Ensure media relations are tracked and relevant media clippings and/or information are stored in the shared library/marketing area;
- Liaise with web design agency on updates of website, including creations, edits and content copy;
- Assist with the timely flow of internal communications;
- Manage calendar of industry-related events and notification of timelines.

Qualifications and Experience

- Degree in Communications and/or Marketing;
- Previous internship(s) in Communications and/or Marketing or 1 year of relevant work experience;
- Excellent command of English (written and spoken). Other languages would be an advantage (French, Russian);
- Strong command of Microsoft Office packages (especially PowerPoint)
- Experience with design/publishing software would be advantageous;
- Project management experience;

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- PR or advertising agency experience would also be advantageous.
- Social media experience.

Personal Skills

- Quick learner and results-driven;
- Self-Starter and quick in execution;
- Excellent communication skills, both written and oral;
- Editorial skills;
- Well-organized and able to meet tight deadlines;
- Willing to work overtime if necessary;
- Creative and outgoing personality;
- Able to adapt to different environments quickly;
- Must have a high level of diplomacy and confidentiality;
- Sensitivity towards cultural differences, especially with third party communications.

About Phanes Group

Phanes Group is an international solar energy developer, investment and asset manager, strategically headquartered in Dubai with a local footprint in sub-Saharan Africa, through its office in Nigeria, the region's largest economy. Cumulatively, the company's global clean power contribution is in excess of 70 MW, with a further 1.5 GW in the pipeline – including 227.5 MW of grid connected PV solar in Nigeria across three different projects. The first of the three Nigerian projects, in the Sokoto region, is backed by one of the Nigerian government's 14 PPAs. In addition, the group is developing off-grid solar solutions to ensure communities across the region have access to a stable and clean energy supply.

Established in 2012, Phanes Group's integrated approach, combining financial and engineering expertise, enables the company to deliver end-to-end solar energy solutions. The group has a growing portfolio of solar investments and developments spanning multiple geographies with a distinct focus on emerging markets, especially "MENA plus" (Middle East, North Africa, Central Asia) and sub-Saharan Africa. In the Middle East, Phanes Group is delivering the region's largest distributed solar project (DP World Solar Program) and completed phase I (33.4 MW) of the largest solar project in the Caribbean (Monte Plata).