

Corporate Communications & Marketing Manager

Full-time position
Dubai, UAE

About the opportunity:

Phanes Group is looking for an experienced and talented Corporate Communications and Marketing Manager to manage the day to day marcomms activities, ensure the marcomms strategy is implemented and that supporting tasks are completed.

The position holder will report into and support the Corporate Communications and Marketing Director and interact with all levels of staff across the organization.

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<https://www.linkedin.com/company/phanes-group>

Primary responsibilities:

Corporate Communications

- Develop, implement and manage PR agency's yearly communication plan making sure it is being properly followed and executed;
- Manage timely PR agency task delivery of communications such as: company announcements including press releases, fact sheets, Q&A's, award entries, CEO's speeches and strategic presentations;
- Coordinate day to day press office duties (media enquiries, press and PR agency activities, media interviews, briefings, etc.);
- Develop, implement and manage internal communication plans;
- Produce content for Phanes Group's website and social media accounts, creating and publishing content on a regular basis;
- Develop content for corporate communication materials (e.g. annual report, newsletters);
- Create and maintain department specific policies and procedures;
- Support crisis planning and communications response;
- Support formulation and implementation of Corporate Communications strategy;
- Serve as a key point of contact for Phanes Group's spokespeople, manage public engagements, media interviews and other relevant promotional opportunities.

Marketing

- End-to-end event management, from identifying new events, tracking on a shared calendar, securing speaker slots to budget control and event admin and support at selected events as required;
- Organize and oversee photoshoots or production of video footage;
- Brand management, creation and maintenance of templates for the business;
- Support re-design of corporate website, creating/maintaining new content as required;
- Maintain list of awards and manage annual entries;
- Maintain and develop image and collateral libraries (staff bios, brochures, artwork, presentations);
- Manage content, layout and design of brochures, flyers, corporate manuals and presentations;
- Take lead role on developing CSR and community initiatives and ensure effective promotion internally and externally;
- Assist with presentations and materials for investor communications;
- Managing vendors (print, corporate gifts, etc.);
- Ensure all branding and messaging in print and online are aligned with the corporate guidelines and recent updated information;
- Manage corporate memberships and subscriptions to market intelligence reporting.

Qualifications and personal skills:

- Bachelor's degree or equivalent in marketing, PR, communications;
- 5 to 8 years of experience in corporate communications and marketing –in house
- Confidence and skills to work strategically despite frequent inbound enquiries and requests;
- Eloquent verbal communicator with excellent written skills and fastidious attention to detail;
- Ability to thrive in a fast-paced environment and manage multiple projects simultaneously;
- Ability to build relationships cross-functionally, managing a wide variety of stakeholders;
- Ability to work autonomously;
- Willing to travel into Africa and CIS markets;
- Additional languages, French or Russian is an advantage.

Phanes Group is an end to end solar provider based in Dubai, United Arab Emirates, and operating across Africa, the Middle East and the CIS region. We take a holistic approach to solar, uniting the competencies and expertise necessary to oversee and deliver the entire solar project value chain. From project selection and development, to construction and financing, to asset management and monetization, we unlock value through our integrated approach.