

VACANCY

Company Profile: BALFIN Group is among the largest private investment groups in Albania. The Group's investment portfolio embraces activities of real estate development, retail sales, commercial and industrial space management services, mining and metallurgy industry, customer financing, etc.

AlbChrome is an affiliate of Balfin Group operating in the sector of Mining Industry.

Job position: PR and Communication Specialist
Band: 3
Contract Terms: Unlimited
Department: Human Resources
Location: Headquarters, in Tirana
AlbChrome

Summary:

We are seeking a PR and Communication Specialist to nurture a strong industry network, increase awareness, and develop an enviable corporate image by developing and executing effective communication and media relations programs.

Duties and Responsibilities:

- Managing internal and external communications for the company.
- Build and sustain the company's reputation and brand within the industry.
- Create and deliver press releases, articles and manage campaigns.
- Manages company events and inaugurations and coordinates with the agencies for best deals.
- Manage all public communications of the company.
- Manage the PR, Communication, and CSR budget of the company.
- Coordinate and provide support in Group Value Campaigns part of the Corporate Culture.
- Develop internal communications and external media relations.
- Develop company publications.
- Research, draft, and compile articles and announcements for company developments for internal channels.
- Manage and coordinate CSR activities and action plan for the company in coordination with the Communication Department of Balfin Group.
- Maintain relations with all constituents in the cities where AlbChrome operates.
- Maintain and improve relations with local media in the regions where AlbChrome operates.

- Crisis Communication: Anticipate crisis, prevent from happening if possible.
- In case of crisis, provide real time information, report from the terrain, and coordinate with Balfin Group Communication Department and the Company Structures for reporting.
- Manage company website, update information as needed and as required.
- Develop content, manage, and update official social media sites of the company (LinkedIn, Facebook, Twitter etc.)
- Develop communication strategies for delivery of corporate culture and business strategy.
- Suggest new ways to include interactive platforms, video and social media in regular internal communication tools.
- Establish and maintain relationship and communication with local community and local government.
- Update industry trend analysis through direct market research.
- Act as the spokesperson on the company when needed.

Qualifications and Skills:

➤ **Education:**

University Degree – preferred in Communications, PR, Marketing, Journalism, Business or similar.

A Master's degree (e.g. MBA) would be highly desirable;

➤ **Work Experiences:**

- Minimum 4 years proven working experience in a similar position, PR/Communication/Media

➤ **Language skills:**

Proficient in Albanian and very good command of the English language (written and spoken). Knowledge of any other language would be an asset;

➤ **Other Skills:**

PR experience in the Mining Industry is an advantage.

Excellent communication, organizational and project management skills.

Strong attention to detail and computer literacy.

Ability to manage multiple projects simultaneously.

Ability to work in tight deadlines.

Experience working with different cultural backgrounds.

Self-motivator, capable of working with minimum supervision.

- **Reporting Line:** Reports to HR Director of AlbChrome and the Communication and PR Director of Balfin Group
- **Work conditions:**
Balfin Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

Application Procedure:

To apply for this position, please submit Your CV before **15.06.2019** through the email address: **hr@albchrome.al**

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".

Please note that only those candidates SELECTED for further consideration, will be contacted.