



Corporate Communications Executive

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Provide overall support and assistance to the Business Development and Investor Relations team
- Draft media releases, announcements and annual reports
- Coordinate editorial submissions and publicity outreach efforts
- Manage content on all digital communication platforms (corporate website, intranet, Facebook, LinkedIn etc.)
- Assist in coordinating staff functions and CSR events
- Support the development of collaterals for the organisation
- Monitor social mentions on the web
- Ad-hoc duties as required

Requirements:

- Diploma in Communications, Public Relations, related discipline or equivalent
- Min 2 years of relevant work experience or internship in a similar role
- Possess strong command of English, the ability to write well and good proofreading skills

Interested applicants to email your resumes to hr@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.