

VACANCY ANNOUNCEMENT

POSITION DETAILS

Title: PR Assistant
Location: Baku

JOB DUTIES

- Writing articles for the corporate newsletter, website or publications
- Accompanying guests to the company's sites, such as the construction area, production facility
- Presenting in Azerbaijani/English any type of information about the company, its projects, etc. in detail
- Assist in delivering content via Facebook and corporate web site
- Write press releases, draft speeches and arrange interviews for the company's management
- Plan events, conferences etc.
- Support the implementation of promotional plans
- Develop fresh story ideas

REQUIREMENTS

- Excellent writing skills in the Azerbaijani and English languages
- Excellent communication skills
- Technical background (construction, engineering) will be considered an advantage
- Computer literacy (MS Office)
- Experience in a similar field or position is an asset
- A creative yet practical mind

APPLICATION PROCEDURE

Interested candidates should submit CV's to hr@socarpolymer.az / yabdullayeva@socarpolymer.az and indicate the position applying for in the Subject line.

The below vacancy is addressed to **nationals of Azerbaijan or with permanent residency in Azerbaijan**. All applications for the advertised post will be assessed and given equal opportunities.

Application closing date: **January 21, 2018**