

# VACANCY

## CORPORATE COMMUNICATIONS SPECIALIST

Princess Juliana International Airport Operating Company (PJIAE) N.V. has a vacancy for a focused, passionate and results-oriented **Corporate Communications Specialist**. We are looking for a motivated individual who possesses demonstrated skills in working with social media channels, in writing marketing and communications materials and strategic communications.

Reporting to the Commercial Director the **Corporate Communications Specialist** is responsible for drafting and implementing strategic, tactic and operational communication plans to ensure consistent and adequate internal and external communication.

### Specific duties include, but are not limited to:

- Writing marketing and communications materials, such as advertisements, press releases, speeches etc;
- Managing the external communications and public relations for the organization, which may include setting up, preparing and managing interviews, press conferences or briefings and other related meetings;
- The production of materials for news conferences, media broadcasts and other events;
- Developing a social media strategy and maintaining the company's website with the assistance of third-party providers;
- Collaborates with the Media Consultants to coordinate the writing, development and desktop publishing of publications such as the annual report, quarterly reports and other publications;
- Arranging the printing and distribution of other PJIAE publications
- Following developments nationally and globally in the field of aviation and tourism industries in order to ensure proper communications;
- Media monitoring and maintaining and updating media lists/database;

### KEY SKILLS AND REQUIREMENTS

As a **Corporate Communications Specialist**, you must possess a set of attitudes, skills and capabilities that will enable you to deliver outstanding support to our Management Team. You must have excellent interpersonal skills that allow you to communicate effectively with top executives, other management team members, employees and business partners. You must be hardworking, dependable and trustworthy; able to thrive in a fast-paced environment and stay on top of ongoing happenings and issues. With many projects on the go at one time, having strong organizational skills, you must be able to multi-task with accuracy. You must be able to work under short timelines and maneuver changing priorities in order to provide exceptional support to the management team.

You must be able to work independently and with minimal supervision and be willing to accept new challenges.

### EDUCATION/QUALIFICATIONS

- Post-Secondary degree, HBO or MA in Communications, Public relations, English, Journalism, or Marketing;
- Minimum 2-3 years of experience in a Marketing, Communications, Public Relations or journalism-driven role;
- Solid knowledge of new media and communications software applications, including MS Word, Excel, Access and PowerPoint; Adobe InDesign & Photoshop;
- Excellent writing, editing and proofreading skills;
- Creativity and the ability to develop innovative marketing and communications materials and use various technologies appropriate to a range of audiences;
- Ability to juggle several projects concurrently and meet deadlines effectively;
- Excellent organization and time management skills;
- Ability to multi-task and maintain good quality work.

We offer the successful candidate the opportunity to challenge his or her abilities in a dynamic work environment, with a competitive salary, full benefit package and training and career development opportunities.

If you are interested and welcome a challenge, please submit an application letter together with your CV to the **Human Resources Department** of the Princess Juliana International Airport, to the attention of the Human Resources Manager; PJIAE N.V Airport Blvd 99, P.O. Box 2027 Simpson Bay, St. Maarten, Dutch Caribbean – Tel: 546-7549 / 546-7542; Fax: 546-7550 or email to: [hr@sxmairport.com](mailto:hr@sxmairport.com). Only nationals of the Dutch Caribbean need apply. Deadline for submission of applications is July 31, 2015.