

## Communication Executive- Emirati National

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Company: Tiger Recruitment

Location: dubai

Category: other-general

We are looking for a talented Communications Executive to join our team, focusing on internal communications. The ideal candidate will be responsible for planning, editing, and creating content across various internal communication channels such as the staff intranet, monthly magazine, email bulletins, and more. Additionally, this role involves managing the layout of content and utilizing social media platforms for internal staff engagement. Fluency in English and Arabic is essential, as translation tasks will be a core responsibility. Key

### Responsibilities:

Plan, edit, and create engaging content for internal communication channels including the staff intranet, monthly magazine, email bulletins, and other mediums. Develop and execute communication strategies to ensure effective delivery of key messages to employees. Manage the layout and design of internal communication materials to enhance readability and visual appeal. Utilize social media platforms to engage and communicate with staff members internally. Translate content from English to Arabic and vice versa, ensuring accuracy and consistency of messaging. Collaborate with various departments to gather information, stories, and updates for internal communication purposes. Monitor and analyze the effectiveness of internal communication initiatives, making recommendations for improvements. Stay updated with industry trends and best practices in internal communications.

### Qualifications and Skills:

Bachelor's degree in Communications, Public Relations, Journalism, or related field. Must be an Emirati National. Fluency in both English and Arabic is essential. Proven experience in a similar

role, preferably in internal communications or corporate communications. Excellent writing and editing skills with a keen eye for detail. Proficiency in layout design and experience with relevant software/tools (e.g., Adobe Creative Suite, Canva, etc.). Strong understanding of social media platforms and their use in internal communications. Ability to work independently, manage multiple projects, and meet deadlines. Outstanding interpersonal skills with the ability to collaborate effectively across departments. Knowledge of translation best practices and the ability to maintain tone and context across languages. Experience with content management systems (CMS) is a plus. Tiger is B Corp Certified. We are part of a global movement of businesses committed to improving social and environmental conditions around the world. #J-18808-Ljbffr

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