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Press & Communications Coordinator Jobs In Dubai | MESSIKA PARIS

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Company: MESSIKA PARIS

Location: dubai

Category: other-general

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About the job

Jewelry for brilliant woman. Valerie Messika created her eponymous brand in 2005 transforming diamonds into Jewelry that has the knack of making your heart stop and your eyes sparkle. Valerie Messika is the heir to her father's history, André Messika, a leader in the diamond trade industry. The Jewelry house is now distributed in more than 220 point of sales in 40 countries.

Requirement Assist the PR & Communications Manager in implementing the activities of the regional PR strategy throughout the year.

Extract and present results of press activities (print + web) via DMR on a monthly basis and ensure they are accurate.

Create special reports for press coverage received throughout the year, as well as influencer, KOL and celebrity activations.

Manage day to day photo/ info requests from press and support the PR &

Communications Manager in securing additional product placement/ interview/ special story opportunities.

Prepare and follow up on press/ VIP events & activations with the support of Messika's PR & Event teams (preparing the guestlist, follow up with the guests, plan guest itineraries and logistics when relevant, follow up on promised coverage, support shoots, etc.)

Liaise with press, influencers, KOLs and celebrities on borrowing requests whether through the existing sample set or Messika boutiques. This includes preparing

documentation, keeping track of borrowing and returns, etc.

Manage the local PR sample set from A to Z. This includes inventory checks, managing delivery and return logistics personally and with courier services/HQ team.

Liaise with the PR agency and suppliers on special projects, press release drafting, translation work, gifting logistics, invoicing, etc.

Content proof-reading in Arabic and English.#J-18808-Ljbfrr

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