

Position:**Public Relation Officer****Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA)**

BKMEA, the representative Trade Association of the knitwear manufacturers and exporters in Bangladesh, is a great contributor to the development of Bangladesh Economy. It is a Bangladeshi Trade Organization with an international repute.

BKMEA is currently looking for an Experienced, Smart and Potential **Public Relation officer**.

A PRO must have excellent organizational, communication, and interpersonal skills. S/he must be able to work under pressure and manage multiple tasks simultaneously as per direction of Higher Authority of BKMEA. Knowledge of one or more foreign languages will add an additional advantage.

Vacancy

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Job Description / Responsibility

- Content Creation and Management: Develop and edit content, ensure message consistency, and manage content approval processes.
- Media Engagement: Cultivate media relationships, handle press communications, and monitor media coverage.
- Publication Management: Oversee publication processes, collaborate with vendors, and maintain a publication schedule.
- Crisis Communication: Prepare crisis-related materials and coordinate the crisis communication response.
- Stakeholder Interaction: Engage with stakeholders and address inquiries promptly.
- Digital and Social Media Collaboration: Promote content online and monitor the organization's digital presence.
- Event Support: Assist in event promotion and manage materials for events.
- Performance Monitoring: Track the impact of communications and prepare detailed reports.
- Any other duties designated by appropriate authority.

Job Nature

Full-time

Educational Requirements

- Bachelor's Degree / Master's in Mass Communication and Journalism/ Public Relations/ Communication Studies or another related field from private, public or foreign universities with good academic background.

Experience Requirements

- 1 to 3 year(s)

Job Requirements

- Sound knowledge about RMG Sector.
- Smart, Energetic, Intellectual **Male/Female** can apply.
- Maximum 30 year(s);

Job Location:

Dhaka

Salary Range:

Negotiable

Other Benefits (as per organization policy):

- PF;
- Subsidized lunch;
- Festival Bonus;
- Mobile allowance;
- And other benefits as per Organization policy.

Application Deadline:

30 September 2024

Application Procedure:

Email your resume to “recruitment@bkmea.com” by mentioning the post name in the subject line.

Or

You may send the hardcopy application to **BKMEA Dhaka Office, Planners Tower (4th Floor), 13/A, Sonargaon Road, Bangla Motor, Dhaka-1000**

Short listed candidates shall have to pass through our selection process which will be communicated in due time.