



Internal Communication Specialist

Main responsibilities:

- Participates in the development & implementation of the internal communication strategy in Romania;
- Carries out internal communication activities - writing communication materials (emails, articles, messages for Facebook and KaiZala, monthly company newsletter, company intranet update);
- Develops and implements internal communication projects, including internal events, such as employees' Christmas parties, internal contests, company's annual events, town halls;
- Develops and implements CSR projects within the company;
- Measures the efficiency of internal communication campaigns and proposes continuous improvements;
- Internal promotion of Zentiva's brand - involvement in employer branding campaigns, constant communication of the company's mission & values;
- Collaborates with the communication department at Zentiva group level (HQ) and engages in communication projects launched by HQ;
- Collaborates with all departments in the company - internal clients of the communication department;
- Collaborates with partners and specific service providers (advertising agencies, creative and DTP providers, event organizers, NGOs etc);

REQUIREMENTS:

- University degree is a must (Communication/PR represents an advantage)
- Experience of at least 2 years in a similar position is an advantage
- Excellent communication skills, ability to easily interact with people
- Good presentation skills
- Creativity, engagement skills
- Project management and prioritization skills in compliance with deadlines
- Proactive attitude, flexibility, problem solving attitude
- Advanced knowledge of English (written & spoken)
- MS Office knowledge (excel, word, ppt)





OTHER DETAILS:

- Location: Bucharest
- Department: Communication, reporting to the Communication Manager

Applications/recommendations can be submitted at cariereromania@zentiva.com until January 20, 2021