

Nirwana Gardens is a divine paradise that is nestled away on the north-western coast of Bintan island, Indonesia, a truly complete resort destination. We urgently seeking following position to join us. Selected candidate that meets the requirements and qualification will be provided with good benefit package, accommodation, transportation and work insurance.

PUBLIC RELATIONS AND DIGITAL MARKETING EXECUTIVE **(Based at Resort in Bintan)**

JOB SCOPE:

- Assist and organise media events/activities and media inspections.
- Manage communications initiatives and media inquiries/correspondences.
- Leverage existing media relationships and cultivate new media contacts.
- Develop effective Public Relation campaigns/strategies for project launches.
- To support the media and marketing communications effort of the Resort.
- Draft and execute social media contents of Resort's social content calendar, including organic and paid campaigns.
- Ensure brand consistency and content accuracy on all marketing platforms and brand collaterals.
- Monitor, analyse and Public Relation results on monthly reports.

REQUIREMENTS:

- Diploma/Degree holder in Public Relations, Marketing, Communication or related disciplines.
- Possess 2-3 years of experience in public relations/communications related field.
- Possess strong written and communication skills, with a flair for digital design and a passion for social media.
- Excellent in managing the press, public relation related matters and proficient knowledge on Facebook, Instagram and LinkedIn.
- Strong analytical skills and creative with a good eye for aesthetics and avidly active on social media trends.
- A quick learner and able to multi-task in a fast-paced environment.
- Good research skills and good grasp of English and Indonesian Bahasa.
- Assist on ad-hoc physical or virtual events as required.
- Proficient in using MS Office, Adobe Photoshop and other designing software as added advantage.
- A dynamic team player who is also innovative, initiative and able to operate with minimal supervision.

If you meet the above requirements and are keen to apply for the above position, please send your full resume with recent photograph and attach with supporting documents (if any) through one of the following options.

Online Submission:

Complete the online application form and upload your resume (pdf format) on the Career webpage - <https://www.nirwanagardens.com/careers/>

Email:

career@nirwanagardens.com

Post:

Human Resources Department
Nirwana Gardens Resorts
Jl.PanglimaPantar – Lagoi 29155
Bintan Resort – Indonesia

