



TIN: 103694233

Tel: +250 788 546 941

info@spruik.rw | www.spruik.rw

JOB OPPORTUNITY - COMMUNICATIONS EXECUTIVE

About Spruik

Spruik is a Rwandan communications agency that provides public relations and marketing services to a wide range of clients. We believe that successful businesses are grounded in effective internal and external communications.

To better serve our growing clientele, we are recruiting a full time **Communications Executive** who will support our team to deliver top of the line services to our client base. Below are more details on this exciting opportunity.

Tasks Description

Under supervision of the Communications and Business Development Manager, the employee will:

- Act as an account manager for Spruik clients, leading all aspects of client management and delivery including day to day client communication
- Build and maintain strategic relationships with key client stakeholders at all levels
- Ensure proper work-flow management to deliver for clients including liaising with internal creatives and external suppliers as needed
- Pitching innovative ideas to clients and coordinate inputs from team members
- Prepare presentations and sales pitches, design marketing strategies and proposals
- Share weekly and monthly updates and reports on the work done for Spruik clients
- Develop content for a range of online and offline platforms including emails, websites, social media and promotional materials, with a focus on written content
- Manage social media accounts including by drafting content, posting and scheduling tweets and posts, live tweeting events, and others for clients and Spruik
- Schedule and participate in meetings with clients and prepare work plans
- Work with the team to prepare budgets and financial proposals
- Uphold and champion the Spruik Code of Conduct
- Draft press releases and pitches, communicate with media and prepare media reviews
- Translate written content into either English or Kinyarwanda or vice versa
- Provide training sessions to the team and clients on public relations and communications
- Other tasks as agreed between the Employer and Employee within the scope of the role

Skills and Attitudes

The employee should demonstrate the following:

- The ability to plan and strategize at a senior level
- A persuasive and confident approach to creative projects
- Critical thinking
- Sense of accountability
- Strong organisational and time management skills
- Motivation and ability to work independently
- Excellent writing and communications skills through various platforms (phone calls, SMS, social media, emails, etc.)
- An understanding of the use of Google Suite and other tools (Slack, Trello, etc.)
- A collaborative attitude
- Attention to detail
- Proactive attitude
- Self-disciplined and well-mannered
- Ability to learn new technologies quickly

Qualifications and Experience

The Communications Executive should ideally have an education or professional background in the following:

- Communications or marketing related fields
- Journalism
- Two to three years experience in professional client relationship management
- A solid background in advertising, sales, design or marketing

In addition to the above-mentioned skills, the candidate should have a good command of English and Kinyarwanda with proven skills of writing and speaking both languages proficiently. Above average academic grades are fundamental to be selected as a Spruik Communications Executive.

Timeframe

The application closes on **29 April 2022 at 11:55 pm CAT**, and the right candidate should ideally be ready to start work by **16 May 2022**.

Application Process

Interested candidates should fill out an online form found [here](#).

For further information about Spruik and its mission, please visit www.spruik.rw. For any other questions, please email recruitment@spruik.rw.