

Job Description: Senior Manager, Strategic Communications

Position Title: Senior Manager

Location: Singapore

Organisation: Singapore Organisation of Seamen (SOS)

Job Summary:

The Singapore Organisation of Seamen is seeking a dynamic and experienced individual to join as Senior Manager of our Strategic Communications Division. This role requires strong communication and organisational skills, along with the ability to lead and enhance our communication strategies across various platforms and stakeholders.

The ideal candidate needs to have a passion for building and nurturing relationships with our stakeholders, and have a strong background in content writing, corporate communications, public relations or related fields and team leadership.

This is a full-time and permanent position reporting directly to our senior leadership.

Responsibilities:

- Lead, manage and mentor the strategic communications team in shaping and maintaining the image and reputation of the organisation.
- Lead the development and execution of effective communication strategies that enhance the organisation's visibility, public image and outreach.
- Oversee the production of content for newsletters, social media platforms, and press releases.
- Provide crisis communication support and act as a media liaison when necessary.
- Collaborate with senior leadership to align communication strategies with the organisation's broader objectives.
- Oversee corporate photography for events and ensure visual documentation aligns with the organisation's standards.
- Stay updated on industry trends and best practices to ensure the strategic communications division remains innovative.
- Travel when necessary for overseas assignments.
- Other duties that the role may require.

Qualifications:

- **Education:** Bachelor's degree in Communications, Marketing, Public Relations, or related fields.
- **Experience:** **Min 3 years** of relevant experience in a leadership role within corporate communications, public relations, or a similar field

Knowledge and Skills:

- Proven experience in corporate communications, media relations, and content management.
- Proven track record of managing and developing teams to achieve high performance.
- Excellent content writing and communication skills.
- Proficiency in social media management, corporate content administration, and newsletter production.
- Proficiency in crisis communication strategies and public relations best practices.
- Ability to think strategically while focusing on day-to-day operations and results.
- Ability to work independently and collaboratively, meeting deadlines and managing multiple tasks.
- Proficiency in digital tools and platforms for communication (e.g., CMS, Adobe suite, social media tools).
- Adapt to working in a fast-paced environment and changing communication needs.