

Tirana International Airport SHPK (TIA) is seeking to hire a

**PR SPECIALIST**

who will report to the Director of Marketing and Commercial Department of the company.

**Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

- Manages public affairs, and media relations of airport; establishes and maintains liaison with media and key internal and external organizations;
- Develops public relations strategies to increase brand awareness;
- Serves as the airport's primary liaison with the media; receives queries from the press concerning various airport activities; contacts media representatives to promote upcoming airport activities and events and to arrange for media coverage;
- Reviews the content and insures the accuracy of all communication to the media through website, social networking;
- Prepares and submits press releases as needed;
- Produces the airport's annual report, newsletters, brochures, and training and informative videos.
- Assist in the coordination of events and promotions at the airport; ensures that appropriate operations, maintenance, and security personnel are informed of upcoming events to be held;
- Manages executive communication and presentation development;
- Support TIA's public relations and media activities.

**Requirements of the position:**

- Minimum Bachelor Degree in the field of Journalism and Public Relations, preferably Master Degree.
- At least 2 years of work experience in related job responsibilities.
- Ability to organize, coordinate, prioritize work and meet deadlines.
- Excellent written and verbal communications skills in Albanian and English languages.
- Knowledge of Marketing principles and practices.
- In depth knowledge of Microsoft Office Package.
- Ability to manage simultaneous projects with strong attention to detail.
- Ability to organize, coordinate, prioritize work and meet deadlines.
- Ability to perform research and suggest creative solutions.
- Ability to organize and present information effectively.
- Strong verbal and written communication skills.
- Honest, reliable and with integrity.

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: [www.tirana-airport.com](http://www.tirana-airport.com), and submit it together with a recent CV to the following address: [jobs@tirana-airport.com](mailto:jobs@tirana-airport.com), or to the reception of the Administration Building (Rinas).

Closing date for application is **8 November 2022**

Human Resources Department will contact only candidates selected from the documentation screening.