



POSITION DESCRIPTION

Job Title:	External Affairs and Communications Coordinator
Employer:	SOL PUERTO RICO LTD.
Location:	Puerto Rico or Barbados, if candidate meets the required competencies
Reports to:	Brand, Communications & External Affairs Manager
Subordinates:	None
Job Purpose:	To support the advancement and protection of the company's positioning and visibility across the various relevant contexts. To support the development and implementation of the Brand, Communications and External Affairs strategy, plan and projects with focus on: Brand, Corporate Communications, Reputation Management and Social Investments.
Job Description:	<ul style="list-style-type: none">! Support to the overall Brand, Communications and External Affairs strategy, plans and projects through a diversity of tasks and skills.! Contribute with flawless copywriting, proof reading and editing of relevant content on a timely manner, on tight deadlines such as: proactive and reactive press statements, content for web or social media platforms, sharepoint, brochures, internal or external publications, etc.! Work and contribute as brand ambassador.! Support the development (as applicable), advice and compliance of the corporate, businesses and retail brand's communications, assets, tools and (Advertising, Promotional, Public Relations, Social and Digital Media) marketing campaigns across the region.! Work closely with the Brand, Communications and External Affairs Manager to support the development, planning, coordination and compliance with External Affairs initiatives and events within the Group; such as:<ul style="list-style-type: none">o Reputation Management Tools, Assessments, Plans, Reports, Materials, Trainings and Crisis Media Management.o Social Investments Strategy, Plans and Communications.o News Monitoring and Reporting.o Work with Sol's external partners to analyse the audiences and contexts to create and maximize relevant content (including statements/imagery/graphic design, etc.) that enhances the company's and businesses' positioning and brand preference.! Keep current with emerging technologies to develop, maintain, measure and maximize ideal formats, tools and templates on electronic, digital or traditional mediums.! Monitor and report areas with opportunities for improvement propose and support the rollout of remedial measures.! Support as focal point to key internal and external stakeholders.! General Administrative support, periodic reporting, spend and allocations to the markets, budgeting, payment processing,

	shipping arrangements, etc.
Attitude required	<ul style="list-style-type: none"> ! Professional, committed, passionate, with can-do attitude to the overall job responsibilities. ! Reliable, trustworthy, honest and accountable. ! Customer driven. ! Team player, willing and able to support, to collaborate and to add value as needed and as possible. ! Multi-tasking, with an approach based on prioritization, focus and flexibility. ! Focused on the opportunities, even when facing challenges. ! Willing to travel and to work outside of the ordinary working hours. ! Committed to the company's mandate on health, safety and environment (HSE).
Competencies required	<ul style="list-style-type: none"> ! Strategic focus ! Branding ! Excellent verbal and written communication skills ! Presentation skills ! Planning, organization and time management skills ! Budget management ! Stakeholders & issue identification ! Creativity and innovation ! Knowledge on marketing trends ! Decision making ! Negotiation skills (with internal and external stakeholders) ! Fully bilingual, English and Spanish (French would be a plus) ! Microsoft Office ! Multiple administrative functions ! Basic graphic design and event management (a plus)
Job Candidate Requirements:	<ul style="list-style-type: none"> ! A Bachelor's degree in Communications, Public Relations, Journalism, Marketing or Business Administration. ! Minimum of three (3) years of experience in Marketing, (English based) Communications, Community Outreach Programs or Reputation Management. ! Excellent and effective verbal and written communication, interpersonal and organisational skills are definite requirements. ! Ability to manage flawlessly multiple projects in a fast-paced, deadline driven environment. ! Demonstrated professionalism, integrity, reliability, teamwork, passion and creativity. ! Proficiency in MS Office. ! Fluent in English, Spanish would be an asset.
Other Information:	The position will be based in Barbados or in Puerto Rico. Moderate regional travel will be required of the position.
Application Procedures	<p>Qualified candidates are invited to send their resume on or before September 2, 2019 to hr.puertorico@solpetroleum.com or by mail to:</p> <p>Sol Puerto Rico Limited Human Resources Manager P.O. Box San Juan, Puerto Rico 00936-6697</p> <p>Only short-listed will be contacted for an interview.</p>