

## **Corporate Communication**

<b>Company</b>	Centrum Group Subsidiary
<b>Division</b>	Corporate Communication
<b>Designation / Title</b>	Senior Executive/Assistant Manager
<b>Years of Experience</b>	1-3
<b>Educational Qualification</b>	Graduation/Post Graduation (BMM/ Diploma in media and Advertising)
<b>Roles and responsibilities (Indicative)</b>	<ul style="list-style-type: none"><li>• Develop and implement PR and investors relations strategies that align with the company's goals and objectives</li><li>• Manage and maintain relationships with key stakeholders, including investors and media.</li><li>• Prepare internal newsletters with support of internal teams and designers.</li><li>• Monitor and analyse media coverage and industry trends to stay informed and adjust PR and investor relations strategies accordingly.</li><li>• Manage Social Media pages.</li></ul>
<b>Job location</b>	Kalina, Mumbai (WFO)
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>• Excellent communication skills, including the ability to write and speak clearly and effectively.</li><li>• Strong organizational and time management skills, with the ability to juggle multiple tasks and projects simultaneously.</li><li>• Basic understanding of MS suite and design software like Canva.</li><li>• Detail-oriented and able to work independently and proactively.</li></ul>
<b>Share your resume on</b>	<a href="mailto:careers@centrum.co.in">careers@centrum.co.in</a>