

The British School Manila has a requirement for a prospective member of the support staff who will take the position in **June 2018**.

Communications & Marketing Officer

The holder of this position will coordinate and implement the different communications and marketing programmes and initiatives of the School, in collaboration with other members of the Marketing team, media partners and third-party providers.

Specifically, amongst all other tasks, the Communications & Marketing Officer:

1. Coordinates, completes and delivers all marketing content, promotional materials and production delivery requests from all stakeholders.
2. Manages the production and publication of contents on the School's social media accounts and the website in collaboration with website and content developers.
3. Contributes to devising and carrying out public relations plans.
4. Assists in delivering projects and programmes that improve the School's image.

Qualifications:

1. Holder of a degree in Marketing or Communications, preferably with above-average academic record from a reputable university, and have at least four (4) years of relevant work experience.
2. Has basic knowledge of creative and editing softwares (eg, Adobe Creative Suites).
3. Creative, detail-oriented and social media savvy.
4. Highly articulate and with strong interpersonal and people management skills.
5. Work experience in a multi-cultural environment is an advantage.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

Application:

Submit your application letter and Curriculum Vitae to:

Leo Carlo Sarion

Human Resources Officer

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

Closing date for the receipt of application is on Friday, 18 May 2018.

We will respond to shortlisted applicants only.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep Schools (IAPS).

At present 950+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 29%, Filipino 22%, Canadian 10%, Australian 9% and American 7%, of the total population.