



About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

Location: Singapore

Job Description

Corporate Communication Executive will be involved in group corporate communications. The executive will be responsible in building and enhancing the corporate branding and image. Manage the corporate social media and ensure consistency within the company corporate group.

Responsibilities

- Manage and develop media relations to promote the company's key initiatives and developments.
- Responsible for the corporate collateral and publications such as annual reports, newsletters, sustainability reports etc.
- Manage and plan the content for company's social media and websites.
- Assist in corporate events including Annual General Meetings, media conferences, industry events, award ceremonies and corporate visits Coordinate filming and sponsorship requests
- Organise Corporate Social Responsibility (CSR) and annual events
- Maintain the internal documentation such as reports, brochures, databases, and photo gallery
- Communicate with both internal and external stakeholders to foster a strong, trusting relationship
- Assist other ad-hoc missions as assigned by the Business Development Manager



Requirements & Professional Skills

- Min. Diploma/Degree in Marketing, Mass Communications or equivalent.
- Min. 2 years of relevant working experience in communications or marketing roles.
- Strong stakeholder management/influencing skills with demonstrated track record and experience in storytelling and proactive communications
- Excellent written and verbal communication skills
- Confident, proactive, and dynamic individual who is committed to delivering an impact
- Self-starter with strong initiative and drive to achieve collective outcomes
- Strong analytical and interpretational skills
- Meticulous and pays attention to details
- Capable of multi-tasking efficiently and working across multiple projects

Our Core Values

Safety

To put the safety of our staff above all.

Quality

To strive for continuous quality improvement in all that we do.

Customer Focus

To achieve total customer satisfaction by flawlessly delivering customer wants.

Leadership

To be a world-class leader in every aspect of our business.

Teamwork

To encourage cooperative efforts at every level and across all activities in our company.