



CR/095677 | Public Relation Officer (6 months)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554755

Industry

Other (Manufacturing)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:40

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

My client is a prominent international construction and engineering firm with a strong presence in Singapore, serving as a regional headquarters for its operations across Asia. With roots tracing back over a century, the company has evolved from a marine civil engineering specialist into a full-spectrum general contractor known for its expertise in coastal, offshore, and urban infrastructure development.

JOB RESPONSIBILITIES

- Plan and execute public relations programme
- Handle feedbacks, suggestions and complaints from residents
- Executing necessary remedial actions

- Conduct site inspections with supervisor to verify problem and ensure rectification
- Set up of site office, liaise with government authorities, public and lessee of the property in relation to project work in progress
- Prepare circulars, letters, memos and notices to be properly documented and filed in the PR filing system
- Prepare quarterly newsletter for residents and stakeholders on work progress and PR updates
- Perform general administrative duties such as drafting correspondences, write meeting minutes, filing and data entry

JOB REQUIREMENTS

- Diploma in Civil Engineering/Building/Architectural
- Customer-oriented with good communication and interpersonal skills
- Pleasant personality with good customer service attitude
- Experience in public relation works would be an advantage
- Able to perform extended office hours
- Knowledge in Microsoft Office
- Bilingual in English & Mandarin (to liaise with Mandarin speaking associates)

Working Location: Singapore

Tey Tai Nian (Jerric) (R1552289)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description