



## **JUNIOR EXECUTIVE CORPORATE COMMUNICATION (MULTIMEDIA)**

### **JOB SUMMARY**

To support the Corporate Communication function with a primary focus on multimedia production, visual content development, and corporate engagement activities. The role contributes to strengthening the organisation's brand image through effective communication, high-quality visuals, and involvement in corporate events and CSR programs.

### **KEY RESPONSIBILITY**

#### **1. Multimedia & Content Development**

- Develop and produce high-quality visual materials including corporate collaterals, digital content, and campaign visuals
- Design creative assets such as posters, banners, and social media content in line with corporate branding guidelines
- Plan, shoot, and edit video content including corporate videos, promotional materials, and event highlights.

#### **2. Photography & Videography**

- Execute photography and videography for corporate events, official functions, and campaigns
- Manage, organize, and archive multimedia assets for corporate use
- Ensure proper handling and maintenance of multimedia equipment

#### **3. Event Management & Coordination**

- Assist in planning and executing corporate events, branding initiatives, and internal programs
- Coordinate and liaise with event agencies, production teams, and vendors to ensure smooth execution
- Support event setup including multimedia, presentation materials, and visual elements



#### **4. CSR Programs Support**

- Assist in planning and implementing CSR initiatives, including community engagement and outreach programs
- Coordinate with external stakeholders such as NGOs, community partners, and agencies
- Prepare documentation, reports, and media coverage for CSR activities

#### **5. Corporate Communication Support**

- Support the development and dissemination of corporate communication materials
- Manage and update company website content to ensure accuracy, relevance, and timeliness
- Prepare and write articles, news updates, and corporate features for website and internal platforms
- Assist in managing digital platforms and social media content Ensure consistency and compliance with corporate branding and communication standards

#### **REQUIREMENTS**

- Bachelor's Degree in Multimedia, Graphic Design, Computer Science or a related discipline
- 1–3 years of relevant working experience (fresh graduates with strong portfolios are encouraged to apply)
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects) or equivalent tools
- Strong foundation in photography and videography
- Good communication, coordination, and organizational skills
- Ability to multitask and work within tight deadlines

#### **PREFERRED QUALIFICATIONS**

- Adobe Certified Professional (ACP) or relevant Adobe certifications
- Experience in corporate event management and CSR programs
- Experience working with event agencies and external vendors
- Knowledge of digital content strategy and social media trends
- Skills in motion graphics and animation



## **KEY COMPETENCIES**

- Creativity and visual storytelling
- Attention to detail and quality
- Strong interpersonal and teamwork skills
- Proactive and hands-on approach
- Good time management and adaptability

**Closing Date : 17th April 2026**

Please send your CV with full details on your academic qualification, working experiences, current and expected salary, contact numbers, copies of academic transcripts and certificates including latest passport size photograph to [recruitment@lumutport.com](mailto:recruitment@lumutport.com) before the closing date.