

## PR & Marketing Executive

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Company: Tanqeeb

Location: Manama

Category: other-general

Job Number Job Category Sales & Marketing Location The Ritz-Carlton Bahrain, Building , Road , Manama, Bahrain, Bahrain VIEW ON MAP Schedule Full-Time Located Remotely? N Relocation? N Position Type Non-Management POSITION SUMMARY Promote awareness of brand image internally and externally. Develop marketing materials and assemble information packages (e.g., brochures, promotional materials, maps) for promotional events, property tours, and conferences. Prepare or edit letters, invitations, monthly and quarterly press reports, and news releases, using word processing, spreadsheet, database, or presentation software. Make updates to property website. Respond to all daily general media inquiries or refer to an appropriate spokesperson. Monitor media coverage and other external factors to identify potential or actual problem areas and opportunities. Support media relations outreach efforts and other activities to bolster the property's reputation and image in the community. Coordinate on-property visits from media, including reservations, amenities, special requests, and dining. File and update press database, digital library, and press clippings. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect the privacy and security of guests and coworkers. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; thank guests with genuine appreciation. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond

appropriately to the concerns of other employees. Read and visually verify information in a variety of formats. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law. At more than award-winning properties worldwide, The Ritz-Carlton Ladies and Gentlemen create experiences so exceptional that long after a guest stays with us, the experience stays with them. As the premier worldwide provider of luxury experiences, we set the standard for rare and special luxury service the world over. We invite you to explore The Ritz-Carlton.

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