2.PUBLIC RELATIONS & COMMUNICATIONS COORDINATOR  
  
2.1.Job Summary  
  
To manage the public relations and communications function in order to promote a positive corporate image as well as to cultivate a good relationship with company stakeholders.   
  
2.2.Key Performances Areas  
  
•Sectional Budget and Control  
•Events management   
•Stakeholder relations  
•Publications   
•Company Brand Awareness  
•Media Relations  
•Corporate Social Investment  
•Internal Communications   
•Good governance. 

Liaise

Prepare

Coordinate

2.3.Requirements  
  
•Degree in Public Relations or Media Studies or related field  
•5 years work experience within the public relations or journalism environment   
•Member of the Public Relations Institute of Southern Africa (PRISA) or equivalent   
•Possession of driving license.   
  
The company offers a competitive package commensurate with qualifications, skills and experience  
  
To apply, please forward your application with a detailed CV and your contact telephone numbers to:  
  
Human Resources Manager  
Private Bag Sow 07  
Sowa Town  
Botswana  
  
OR Email: recruitment@botash.bw   
  
Closing date: 17th July 2014  
Source: SundayStandard July 6-12, 2014

5.SALES & CUSTOMER SERVICES REPRESENTATIVE   
  
5.1.Job Summary   
  
To ensure the smooth running of export documentation for product dispatch.   
  
5.2.Key Performances Areas  
  
•Dispatch documentation   
•External liaison   
•Invoicing   
  
5.3.Requirements  
  
•O'level plus a Diploma in Sales and Marketing with at least 2 years including sales/dispatch/general clerical experience  
•Computer literacy is essential   
•Working knowledge of SYSPRO would be an added advantage  
•A driver's license  
  
The company offers a competitive package commensurate with qualifications, skills and experience  
  
To apply, please forward your application with a detailed CV and your contact telephone numbers to:  
  
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Private Bag Sow 07  
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