



<b>Job title</b>	PR & Communications Manager
<b>Reports to</b>	Head of Sales (Regional)
<b>Location</b>	Jakarta, Indonesia

#### Company Description

We are a regional last-mile delivery company for eCommerce in South East Asia. We are one of the fastest growing startups in the region we have already won over 900 customers and built up a fleet of 150 vehicles that deliver 10,000 parcels a day in two countries.

At our core we are a technology company that is disrupting a massive industry with cutting edge software and operational concepts. Driven by algorithm-based optimization, dynamic routing, end-to-end tracking and capacity balancing with partner fleets, we provide best-of-class delivery services that delight both the shippers and end customers. But we are just getting started! We have much room for improvement and many ideas that will further shape the industry.

We are on the lookout for world-class talent to fill our world-class team. We want people who are passionate about making a difference to the world. We like people who are brimming with ideas and who take initiative rather than wait to be told what to do. We prize team-first mentality, personal responsibility and tenacity to solve hard problems and meet deadlines. As part of a small team, you will have a very direct impact on the success of the company.

#### Duties and Responsibilities

- Lead the regional communications efforts through understanding the nuances of the different South East Asian countries to work out tailored strategies.
- This would be a broad-spectrum role, building a brand image from restructuring our website to generating content that establishes us as a thought leader in the field
- Support efforts in fund-raising and hiring through content.
- Prudent use of relevant social media to build an online presence.
- Plan marketing campaigns around launching new countries or new business units.
- Of course, there's the bread and butter responsibilities of press releases and client email marketing updates.

#### Key Challenges

- Degree in Communications or relevant discipline with at least 3 years of experience in public relations and communication.
- Strong written language, creative thinking, and initiative are skills we are looking for.
- A good fit and an interest to get very hands-on - to better understand our business (and so convey the image to the outside world).
- A team player and motivator to team members.
- Able to network and build relationships with media businesses and key industry journalists

<b>Approved by:</b>	(on behalf of CEO)
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