



VÄLISMINISTEERIUM

Estonian Embassy in Nur-Sultan is looking for a Business and Public Relations Coordinator

An interesting job opportunity at the foreign representation in Nur-Sultan has arisen. Estonian Embassy is looking for a Business and Public Relations Coordinator

The main role of the coordinator is the organisation of activities in the field of public and business diplomacy

Key duties and responsibilities:

- Establishing and maintaining relationships with companies and business organizations in Kazakhstan
- Co-organizing events introducing Estonia (visits, seminars, business and cultural missions)
- Participating in seminars and conferences
- Media monitoring and writing reports
- Supporting and promoting the Embassy's public diplomacy and public relations activities
- Managing the Embassy's contact database and correspondence
- Assisting the Embassy's diplomats in other activities

Requirements:

- College/university, preferably in the field of International Relations, Economics, Business or Media
- Excellent spoken and written communication skills in English, Russian and good knowledge in Kazakh languages
- Good computer skills: Outlook, word processing, spreadsheets and digital document management tools.
- Organised, great attention to detail, committed, team player, reliable and friendly, willing to learn new skills, excellent written and verbal communication skills
- Previous experience in the fields of business, public relations and/or event management is an asset
- Demonstrated interest in international relations is an asset

To apply:

Please send your CV and Covering letter (English) with the salary expectation to the Embassy of the Republic of Estonia in Nur-Sultan at embassy.nur-sultan@mfa.ee . **The deadline for applications is 9th October 2020.**

If you require any further information, please email embassy : embassy.nur-sultan@mfa.ee

Start date: October/November 2020

Location: Avenue Kabanbai batyr 28, Nur-Sultan