

JOB DESCRIPTION

Job title: Internal Communications & CSR
Report to: Group Manager
Work location: Full-time Remote

What we're looking for:

The role will be responsible for supporting internal event & communications activities across all channels and divisions, reporting directly to Brand Communications Manager. This role will work closely with the Brand Strategy team to build up the reputation for Bholdus through CSR. People are key to Bholdus's growth, and as our business expands, so does the need to develop and support our employees. If you are a young talent who is interested in building innovative and appealing internal communication strategies, join us now!

Roles and Responsibilities:

- Design internal communications strategy to help keeping employees aligned and connected to strategic direction;
- Coordinate with brand strategy team to build up CSR strategy and execution;
- Ensure the employee awareness about corporate culture, messages, and actions through global scale channels;
- Develop and author a variety of internal communications which include but not limited to presentations, announcements, blog posts to be delivered across a variety of communications channels;
- Plan and organize programs designed to foster employee engagement, including recognition programs, wellness programs and other activities aimed at creating a positive workplace environment and shaping corporate culture;
- Manage changes, issues and crisis communications to support day to day business needs.

Requirements:

Must have:

- Strong interpersonal, people management and presentation skills;
- Open-minded, self-motivated and willing to learn;
- Fluent in English communication (verbal & written expression);
- Flexible, adaptable, able to work in constantly changing situations;
- Driven by a desire to understand employees' experiences and find new ways to enhance positive experiences;
- Positive and team-oriented attitude with proactive approach and strong work ethic.

Nice-to-have:

- Aptitude for working in a swiftly changing, dynamic environment;

- Experience in crypto and/or blockchain business;
- Experience in working in or scaling a team internationally.

Benefits:

- Remote working with a flexible schedule (40 hrs/week);
- Opportunity to work with talented individuals from all over the world in one of the hottest and fastgrowing industry;
- Generous sick leave and vacation leave;
- Competitive fiat salary and performance-based bonus.

How to apply:

Interested applicants please submit your CV by filling our Online Application Form. (**[CLICK HERE](#)**)

NOTE: There will be a quick English test included, so kindly arrange around 20 - 30 minutes to complete the test.