



ibuQa – Junior Communications Associate

Nairobi, Kenya - Full-time

About ibuQa

[ibuQa](#) develops modern software systems that “connect-the-dots” of route to market operations, helping manufacturers, distributors and last mile delivery businesses eliminate inventory and payment reconciliation headaches, co-ordinate deliveries, monitor field operations in real-time, reduce costs and scale cost-effectively.

Job Description

The Junior Communications Associate involves assisting with internal and external communications, creating content, managing social media channels, and coordinating communication activities to ensure consistent and effective messaging.

Responsibilities

- **Content Creation:** Assist in writing and editing a variety of content, including press releases, blog posts, newsletters, and social media updates.
- **Social Media Management:** Help manage and update social media profiles, engage with followers, and track social media metrics to support marketing and communications strategies.
- **Media Relations:** Support media outreach efforts by preparing media lists, drafting pitches, and coordinating interviews or press events.
- **Internal Communications:** Assist in crafting internal communications materials, such as company announcements, employee newsletters, and intranet updates.

ibuQa Capital Limited, Suite C6, Kindaruma Apts, Kilimani, Nairobi

Phone: 0743 750000 Website: www.ibuqa.io



- **Event Coordination:** Help plan and coordinate communications for company events, including internal meetings, press conferences, and public events.
- **Market Research:** Conduct research to gather insights on industry trends, competitor activities, and audience preferences to inform communication strategies.
- **Brand Consistency:** Ensure all communications are aligned with the organization's brand guidelines and messaging.
- **Administrative Support:** Provide general administrative support to the communications team, including scheduling meetings, preparing reports, and maintaining communication records.

Requirements

- Bachelor's degree in Communications, Public Relations, Marketing, Journalism, or a related field.
- Strong writing and editing skills with attention to detail.
- Basic understanding of social media platforms and digital marketing.
- Familiarity with media relations and public relations best practices is a plus.
- Ability to work collaboratively within a team and manage multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with content management systems is beneficial.

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Preferred Skills

- Creative and proactive with a passion for storytelling and communications.
- Organized with strong time management skills and the ability to meet deadlines.
- Adaptable and able to thrive in a fast-paced, dynamic environment.
- Eager to learn and grow within the field of communications.

To Apply: Please submit your resume to recruitment@ibuqa.io and with the subject line “Junior Communications Associate”. Please include a brief cover letter explaining your interest in the position and in joining ibuQa.

ibuQa does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity, or expression. ibuQa is committed to providing a safe and productive learning and living community. To achieve that goal, we may conduct background investigations for all final candidates being considered for employment. Background checks may include but are not limited to, criminal history.

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