

AREE GROUP Job Announcement

ههلی کار له ئاری گروپ

Position title	Marketing & Public Information Coordinator
Job location	Erbil-KRI (Project Sites as required)
Employment type	Full-Time
Start date	As soon as possible
Number of posts	1
Application deadline	25 June 2026

A. JOB SUMMARY

AREE GROUP for General contracting is looking for a flexible, experienced, and driven Marketing & Public Information Coordinator with a wealth of industry knowledge for its Head Office based in Erbil and project site/plants across Kurdistan/Iraq as required.

The Marketing & Public Information Coordinator works as a main part of the Marketing and Media Department in planning, organizing, and executing marketing activities that strengthen AREE Group's brand presence. The role assists in coordinating campaigns, content schedules, social media activity, supporting event organizing, and marketing materials, ensuring smooth day-to-day operations of the marketing function under the guidance of the Marketing Strategist / Marketing Manager.

A Marketing & Public Information Coordinator has excellent communication skills as well as public and media relations. S/he should also own proficient organizational, planning and coordination skills. The ideal candidate is well-versed in digital marketing & social media, and also content development. S/he should also be able to actively discover new ways to do the job more efficiently. The goal is to ensure all marketing & public information related activities/tasks are carried on efficiently and effectively to allow the operations to function properly.

B. MAIN DUTIES AND RESPONSIBILITIES

Marketing Coordination

- Support the development and implementation of monthly and campaign-based marketing plans based on priority.
- Coordinate marketing activities across teams, including designers, content creators, and the social media team.
- Track campaign timelines and deliverables, ensuring tasks are completed on schedule.
- Assist in organizing marketing materials, brand assets, and campaign documentation.



Content and Social Media

- Coordinate content calendars and posting schedules across social media platforms.
- Liaise with the designers to ensure timely delivery of creative assets.
- Monitor social media performance and prepare reporting on engagement and reach.
- Support the planning and coverage of marketing events, launches, and promotional activities.

Administrative and Reporting Support

- Maintain organized records of marketing campaigns, budgets, and vendor communications.
- Prepare status updates weekly/monthly and reports for the Marketing Manager / Marketing Strategist.
- Coordinate with external vendors, printers, and media partners as needed.
- Provide general administrative support to the marketing department, including scheduling and correspondence.

Market and Brand Support

- Assist in gathering market and competitor information to support marketing planning.
- Help ensure brand consistency across marketing materials and communication channels.
- Support coordination of internal and external marketing meetings.

C. REQUIREMENTS & QUALIFICATIONS

Education

- Bachelor's degree in Marketing, Business Administration, Media, Communications, or a related field.
- A certification in Digital Marketing or Social Media Marketing is an advantage.

Experience

- 3-5 years of experience in a marketing, communications, or coordination role.
- Experience supporting marketing campaigns or social media activities is preferred.
- Exposure to real estate, construction, lifestyle, or corporate branding sectors is an advantage.

Languages

- Good verbal and written command of in English, Kurdish and Arabic.



COMPETENCIES & SKILLS

Behavioral Competencies

- Ability to coordinate with multiple teams and manage several tasks simultaneously.
- Strong organizational and time-management skills.
- Good communication and interpersonal skills.
- Strong teamwork and collaboration skills, with the ability to work effectively with different departments.
- Proactive, detail-oriented, and reliable.
- Be a resilience, adaptable and flexible team member.

Technical Competencies

- Familiarity with social media platforms and basic digital marketing tools.
- Working knowledge of Microsoft Office and project coordination tools.
- Basic understanding of content planning and marketing analytics.
- Good understanding of branding and marketing coordination principles.

Other Requirements

- Resident to be based in Erbil, with flexibility for site visits, events, and external meetings.
- Willingness to support marketing events and activities outside standard hours when required.
- Strong sense of confidentiality and professionalism.

D. SALARY & BENEFITS

Salary Range

- Salary range: (2,200,000 -2,600,000 IQD)

Benefits

- Transportation allowance or company transport for site visits.
- Medical insurance.
- Social security.
- Annual leave and other benefits in accordance with company policy.

E. IMPORTANT NOTES

- Interested candidates are advised to please send your most updated CV to (jobs@areegroup.com) and indicate (Marketing & Public Information Coordinator) into the subject of the email.
- Exact salary will depend on qualifications, experience, and technical competency.
- The deadline for applying is **25/06/2026**.

