PUBLIC RELATIONS EXECUTIVE (PR) – MEDIA RELATIONS & CLIENT MANAGEMENT

Job Ref. No: #JDMPR3490

2026 - 2027

- **Company Name** : Moris Media LLC
- **Designation** : Public Relations Executive (Pr) – Media Relations & Client Management
- **Job Type** : Full Time
- **Industry** : Public Relations and Communications Services
- **Department** : PR & Marketing Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is Currently Hiring for Public Relations Executive (PR) – Media Relations & Client Management Saudi Arabia this job May requires you to be a **highly extroverted, confident, and people focused professional** who can actively represent individual brands, business organisations, and celebrities. This role demands strong **face to face style communication in virtual environments**, continuous interaction with clients, and proactive engagement with **national and international media stakeholders**. The position is designed for professionals who are comfortable initiating conversations, maintaining visibility, and confidently presenting client narratives. Clear articulation, persuasive communication, and the ability to build rapport quickly are essential, as the role operates at the intersection of **client trust, media credibility, and public perception**.

The **Public Relations Executive (PR) – Media Relations & Client Management** is responsible for **deeply understanding client requirements**, including personal branding goals, business positioning needs, and public image expectations. The role requires converting these requirements into **clear PR strategies** that align with editorial standards and media relevance. This includes coordinating with **journalists, editors, and media houses**, sharing approved narratives, and ensuring consistent messaging across platforms. Strong **verbal and written communication skills** are critical, as the role involves explaining PR strategies, handling media responses, and communicating outcomes to clients with clarity and confidence. Managing feedback, coverage status, and editorial decisions professionally is a core responsibility.

This role demands a professional who thrives in **relationship driven environments** and is comfortable managing multiple conversations simultaneously. The executive is expected to maintain **ongoing communication with national and international media contacts**, follow up consistently, and manage client expectations with maturity. The position requires accountability, emotional intelligence, and the ability to handle rejection or delays without affecting client confidence. Working within a **remote team structure**, the role requires self discipline, time control, and ownership of assigned accounts. This position contributes directly to **client retention, reputation stability, and long term credibility**, making communication strength and interpersonal confidence essential for success.

Primary Responsibilities

Primary Roles and Responsibilities

1. **Act as the primary communication point** between clients and **national and international media stakeholders**, ensuring professionalism and clarity at all times.

2. **Understand individual brand, business, and celebrity requirements** in depth, including image goals, positioning needs, and public expectations.

3. **Develop clear PR strategies** based on client objectives, media relevance, and editorial suitability.

4. **Coordinate directly with journalists, editors, and media houses** to pitch approved narratives and secure appropriate media opportunities.
5. **Represent clients confidently in virtual interactions**, maintaining strong face to face style communication in remote environments.
6. **Maintain consistent messaging** across all media communications in line with approved client positioning.
7. **Explain PR strategies, media responses, and coverage outcomes** to clients with confidence and transparency.
8. **Manage media feedback, approvals, and editorial decisions** in a professional and structured manner.
9. **Handle media rejections or delays calmly**, ensuring client trust and confidence remain intact.
10. **Maintain ongoing relationships with media contacts**, ensuring regular follow ups and professional engagement.
11. **Manage multiple client conversations simultaneously** while maintaining accuracy and responsiveness.
12. **Coordinate with internal teams remotely** to ensure alignment on messaging, timelines, and approvals.
13. **Maintain detailed communication records and reporting** for assigned client accounts.
14. **Take full ownership of assigned accounts**, ensuring accountability, time discipline, and consistent delivery.
15. **Support client retention and reputation stability** through reliable communication, relationship management, and ethical PR practices.

Required Skills

Primary Skills and Experience Required

- **Strong communication and interpersonal skills** with the ability to engage confidently with clients, journalists, and media stakeholders

- **Proven experience in media relations and client management**, handling individual brands, business organisations, or public personalities
- **Ability to understand client requirements clearly** and translate them into structured PR communication and media coordination
- **Excellent verbal and written communication skills** for client discussions, media pitching, and outcome reporting
- **Comfort working in a highly people facing role**, requiring frequent interaction and relationship building
- **Confidence to represent clients independently** in discussions with national and international media professionals
- **Experience managing multiple client accounts simultaneously** while maintaining accuracy and responsiveness
- **Strong follow up discipline** with media houses and journalists to track responses and coverage status
- **Ability to handle feedback, delays, and rejections professionally** without impacting client confidence
- **Time management and self discipline** required to operate within a remote working structure
- **Account ownership mindset** with responsibility for communication quality and delivery timelines
- **Professional maturity and emotional intelligence** when handling sensitive client or media situations
- **Willingness to travel as required** for client meetings, media interactions, or official engagements
- **2-5 years of relevant experience** in public relations, media coordination, corporate communications, or agency environments
- **Comfort working with both national and international clients and media contacts** across different regions and time zones

Qualifications & Experience

Qualification Required

- Bachelor's degree in **Mass Communication, Journalism, Public Relations, Media Studies, or Corporate Communication**
- Master's degree in **Public Relations, Media Management, or Strategic Communication** will be considered an advantage
- Candidates with relevant professional certifications in **media relations or corporate communications** will be preferred

Open for Travel if Required

- Must be **open to national and international travel** based on client meetings, media interactions, events, or official assignments
- Flexibility to travel on short notice when role responsibilities require physical presence

Technical Specifications

- **High-performance laptop or desktop system** with sufficient processing capability and memory to manage communication tools, documentation, and media coordination tasks
- **High-speed broadband internet connection** to support uninterrupted communication, virtual meetings, media coordination, and reporting
- **Dedicated virtual workstation or physical workspace** that supports focused work, professional communication, and confidentiality
- Ability to work efficiently using **online communication platforms, documentation tools, and reporting systems** required for remote collaboration

Salary

- **Negotiable and competitive compensation** based on experience, communication capability, and role alignment
- Salary discussions will be conducted **during the shortlisting or interview stage**
- Commitment to **fair and structured compensation practices** aligned with role responsibilities and performance expectations

Travel Requirements

- Open to **national and international travel** for client meetings, media interactions, press events, and official assignments
- Willingness to travel on **short notice** based on client priorities and media availability
- Ability to represent clients and the organisation **professionally during in person engagements**
- Comfortable managing schedules and responsibilities while traveling
- Flexibility to adapt to different locations, time zones, and work environments

Professional Work Setup Requirements

- Availability of a **proper professional virtual workspace** suitable for client and media communication
- Ownership of a **reliable, high-performance laptop or desktop system** for daily work responsibilities
- Access to a **stable, high-speed internet connection** to support uninterrupted virtual coordination
- Dedicated **quiet and organized workspace** that ensures focus, confidentiality, and professionalism
- Ability to maintain **consistent availability and responsiveness** while working remotely

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

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