



Palau National Communications Corporation
 One Airport Road P.O. Box 99
 Koror, PW 96940
 Tel: (680) 587-9000
 Fax: (680) 587-1888
 Email: pncc@pnccpalau.com
 Web: www.pnccpalau.com

*It is the policy of Palau National Communications Corporation (PNCC) that qualified Republic of Palau Citizens be given **EQUAL EMPLOYMENT OPPORTUNITY** for employment consideration, with other country nationals utilized in positions for which qualified Republic of Palau Citizens are not available.*

Open Date: APRIL 22, 2026		Close Date: May 06, 2026	
Position Title	MARKETING COORDINATOR "FULL TIME CONTRACTUAL EMPLOYMENT"		
Salary Range	Commensurate with Experience		

DUTIES SUMMARY:

The Marketing Coordinator primary duties include assisting the Sales and Marketing Consultant in the development, design, and production of advertising and marketing programs to enhance sales of PNCC products and services, and performs other duties as required.

KEY DUTIES & RESPONSIBILITIES:

- Coordinates and tracks integrated marketing campaigns across digital and traditional channels, while providing administrative support, including purchasing, asset inventory, and maintenance of marketing and budget records.
- Supports digital marketing initiatives, including social media, email newsletters, and website content updates, from planning through execution and performance tracking.
- Assists with market research and reporting, including surveys, customer insights, and analysis of subscriber trends to support marketing strategy.
- Supports the creation of marketing materials across all platforms, including digital ads, social media content, videos, web assets, email campaigns, print materials, outdoor advertising, and retail signage.
- Assists in planning and executing marketing events and community outreach, including product launches and sponsorships, coordinating logistics and vendors.
- Prepares and disseminates public communications and PSAs (in English & Palauan), including outage notifications and service updates across appropriate channels.
- Coordinates donation and sponsorship requests in alignment with corporate priorities.
- Ensures consistency of messaging and visuals across all marketing channels, in compliance with brand guidelines.

- Reports to the Sales and Marketing Consultant and works under general supervision.

QUALIFICATION REQUIREMENTS:

EDUCATION & EXPERIENCE:

Graduation from high school required; two-year college degree preferred. Two (2) years of progressively responsible marketing or advertising work experience.

Clerical & administrative experience, including skill in MS Office programs (MS Word, MS Excel, etc.)

Experience in marketing products and services related to telecommunications and information technology, and/or experience and/or educational background in advertising and marketing.

Strong oral and written communication, good grasp of basic math, project implementation, teamwork, time management, planning and organizational skills. Excellent analysis and follow-up skills. Efficient, reliable, accurate and thorough in completing work.

Self-disciplined, self-motivated and works well under pressure; responds quickly to address competitive situations, welcomes change and challenges.

Strong skills in computer graphic design using the Adobe suite of graphics programs (Photoshop, Illustrator, Acrobat/PDF creation) and the ability to manage a digital publications workflow. Experience with social media platforms and digital marketing, computer word-processing, database, and spreadsheet skills, PC-based (MS Office). Desirable: skill in multi-media graphic design (web design, video design & editing); knowledge of computer order entry systems.

Experience in creating advertisements (print, radio, and/or TV commercials) and writing ad copy, as well as experience in the design and layout of publications, and management of the production process. Ability to decipher technical/legal documentation related to the service/product line being sold and explain it to others in marketing materials.

Must have good command of spoken and written English and Palauan. Possession of a valid driver's license and own transportation available.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid Republic of Palau's driver's license.

HOW TO APPLY:

EMPLOYMENT APPLICATION FORMS ARE AVAILABLE AT THE PNCC HUMAN RESOURCES OFFICE LOCATED IN NGERUSAR, AIRAI STATE AND THE PNCC KOROR BUSINESS OFFICE (KBO) LOCATED IN DOWNTOWN KOROR ACROSS FORMER PALAU NATIONAL CONGRESS BUILDING OR SEND RESUMES TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES OFFICE
PALAU NATIONAL COMMUNICATIONS CORPORATION
P.O. BOX 99 – ONE AIRPORT ROAD
KOROR, REPUBLIC OF PALAU 96940 EMAIL: mchin@pnccpalau.com