



TRACCS Job Application Checklist

Applying for a new job need not be a stressful experience. To assist you with your application, TRACCS invites you to review the following checklist containing useful information and handy tips to help ease the entire process. We recommend that you go through every item on this checklist carefully before expressing your interest in joining us.

1. Are you applying to the right industry? TRACCS is a public relations network, which means we are on the lookout for talent with a deep commitment to enhancing their career in communications. We are looking for truly passionate individuals who enjoy everything from writing a compelling press release and a media pitch to developing effective communications strategies, digital marketing plans, integrated brand campaigns, and much more. So, while applications with diverse skill sets and backgrounds are welcome, we would like you to demonstrate your sincere interest in building a long-term career in our industry.

2. Are you making a career change? We believe it's never too late to pursue a new career path and we thank you for considering TRACCS to begin a new chapter of your professional journey. However, before you apply, we want to ensure that you understand that we are a public relations company, which means, more often than not, candidates with extensive previous experience in sales, telecommunications, engineering, Information Technology, and customer service, for example, will not find suitable roles with us. However, please get in touch if you think you have an existing foundation to start a career in communications and firmly believe that you have what it takes to make this shift.

3. Are you a fresh graduate? Over the years, TRACCS has become an institution for nurturing top talent in the region, and we welcome new graduates with a keen desire to pursue a career in communications to start their professional journey with us. Make your job application stand out by highlighting your interest and experiences in public relations, marketing, digital and related fields.

4. Is your application free of errors? As a public relations network operating in the communications sector, we place the greatest emphasis on attention to detail. Therefore, any applications with typographical and grammatical errors will automatically be turned down.

5. Have you completed all the sections of the application form? Every part of the TRACCS Job Application Form has been developed to allow us to get to know you better as your Curriculum Vitae (CV) may or may not include the information we seek. Please ensure you complete every single section of this form earnestly and provide relevant details where necessary to strengthen your application.

What to expect after you submit your application:

Once you upload your application, you will receive two sets of confirmations; first is an on-screen acknowledgment and the second is an automated follow-up reply confirming the same. The latter may sometimes take a few hours to land in your inbox, so we appreciate your patience and request that you only submit your application once and wait for the confirmation messages.

All the best!