

Public Relations Officer (PRO)

About GTP SERVICES AND CONSULTING LLC

GTP SERVICES AND CONSULTING LLC (GTP) is a professional services firm licensed under the Qatar Financial Centre (QFC), specializing in immigration consultancy, government relations, and strategic advisory for businesses and individuals in Qatar. We are committed to delivering client-focused, compliant, and timely solutions.

Role Summary

We are seeking a dynamic and ambitious Public Relations Officer (PRO) to join our team. The ideal candidate will support the firm's immigration and visa-related operations while actively contributing to business development initiatives — particularly in client acquisition and relationship management. This hybrid role is ideal for a young professional who is highly motivated, well-organized, and passionate about both regulatory engagement and client-facing work.

Key Responsibilities

Immigration & Government Relations:

- Assist in handling immigration procedures, including visa applications, renewals, transfers, cancellations, and company registrations with authorities.
- Liaise with relevant government entities (e.g., Ministry of Interior, Ministry of Labour, QFC, Hukoomi, and embassies) to ensure compliance with all applicable laws and regulations.
- Prepare and submit necessary documentation for client visa and residency applications.
- Track and report on visa/permit statuses, expirations, and renewals.
- Maintain up-to-date knowledge of immigration regulations and procedural changes.

Business Development & Client Acquisition:

- Support the business development team in identifying and acquiring new clients through outreach, networking, and targeted campaigns.
- Assist in preparing presentations, proposals, and service packages for prospective clients.
- Represent GTP at industry events, meetings, and networking sessions to promote the firm's services.
- Maintain and update CRM records, prospect lists, and follow-up reports.
- Act as a bridge between operational and client-facing functions, ensuring high service quality and satisfaction.

Required Qualifications & Skills

- Bachelor's degree in Business Administration, Public Relations, International Relations, or a related field.
- 1–3 years of experience in a similar role, preferably in Qatar.
- Familiarity with Qatar's immigration processes and relevant governmental authorities.
- Strong interpersonal and communication skills (English required; Arabic is a strong advantage).
- Proactive, client-oriented, and detail-focused personality.
- Ability to manage multiple priorities and work under pressure in a fast-paced environment.
- Valid Qatar driving license (preferred but not mandatory).

What We Offer

- A dynamic and multicultural work environment
- Direct exposure to government relations and client consulting
- Opportunities for professional growth and cross-functional learning
- Competitive compensation aligned with experience

How to Apply

Please send your CV and a brief motivation letter to gregor.graefinger@gtp-sc.com