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# Example of Communications Advisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of communications advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for communications advisor

* Write and edit messages, coordinate acting manager’s approval, and distribute to target audience(s)
* Planned Communications (e.g., fire drills, electrical outages)
* On-Demand and Unplanned Communications (e.g., broken elevator, suspicious packages)
* Administration Updates (e.g., new processes, campus initiatives)
* Houston GREF Team
* Supporting the execution of engagement plans to generate understanding and belief in Project K among European employees – with flexibility as needed across various work streams
* Work with wider project teams to understand overall timelines and deliverables, advising with confidence and authority on communications elements as needed
* Deputizing for the Internal Comms Manager, and supporting key governance meetings in their absence
* Ensure content aligns with company-wide vision, purpose, strategy, values, priorities, messaging, brand guidelines, programmes, and initiatives
* Assist in the monitoring of employee feedback and reporting of results to monitor and track effectiveness of the communications

## Qualifications for communications advisor

* Fluently bilingual (French and English, both written and spoken)
* Basic knowledge of Photoshop or other graphic design software
* Attention to detail and good judgement
* Research and produce high quality online content for the intranet
* Create film briefs for key projects, filming and editing short form video
* Develop and directs overall CHRO’s communication strategy, standards and practices and oversee and approve key messages and designs