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# Example of Communications Executive Job Description

Our innovative and growing company is looking to fill the role of communications executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for communications executive

* Support the management of the overall communications/event calendar and related materials
* Monitors the healthcare, political, business industries through internal and external resources and generates ideas for content
* Directs and mentors a small team of writers and contractors to complete duties as assigned
* Assumes or coordinators other duties or projects as assigned or directed
* This role is responsible for crafting and executing Turner’s executive communications strategy providing overall support for corporate communications efforts
* This role is responsible for working with the Senior Vice President, Corporate Communications to develop Turner’s brand strategy relevant to our executives and to then execute upon that strategy
* The Executive Communications role will report to the VP of External Relations, and will work closely with the broader Corporate Communications team, brand communications teams and the internal communications team
* The Director of Executive Communications will create and maintain relationships with media and industry partners that can lead to increased visibility of Turner executives, its key initiatives and campaigns
* The qualified individual will, in coordination with the Senior Vice President and VP External Relations provide communications counsel to executives and leaders, and work with the Corporate Communications team to represent Turner with media and other external audiences, and to strategically leverage all social and digital channels
* This position will also work with Corporate Communications colleagues to drive outcomes relevant to the overall editorial calendar

## Qualifications for communications executive

* Preferred experience of managing senior executives and talent/artists
* Preferred international experience/understanding of different cultures and complexity of international business
* At your core you will have an inquisitive mind with excellent copywriting and editing skills across multi-media
* Having been involved in the creation, execution and analysis of marketing programmes in a digital environment, you will have a sound understanding of the sales process and be able to understand the clients’ needs and what it then takes to engage their target audience
* Proactive, self-motivated, independent and meticulous, with strong attention to detail
* Candidate should have excellent writing and communication skills