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# Example of Communications Executive Job Description

Our company is growing rapidly and is looking to fill the role of communications executive. 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 executive

* Maintain existing internal communication channels on a day-to day basis
* Create and deliver content for internal communication channels in a timely and targeted way
* Work with the Head of Internal Communications to deliver new internal communication channels
* Provide Executive communications support to senior executive staff, including preparing objectives, talking points for internal and external speaking engagements, written employee communications and Company announcements
* Analyse work requested and ensure all detail is understood, agreed and valid
* Work with multiple stakeholders across the business to understand the bigger picture and manage alignment of cross functional activity
* Ensure that communications are sent according to best practice and company & brand guidelines
* Work with QA to ensure that email content is being served accurately for each territory
* Ensure that all global email content is regularly & accurately updated as necessary
* Email hygiene management including opt outs, deliverability & bounce backs

## Qualifications for communications executive

* Must have a successful track record of strategic planning and executive communications
* Ability to produce a wide variety of well-written content
* Strong verbal communication skills \*Superior collaboration, creativity, energy and initiative
* Work authorization for Singapore
* Support and assist as directed on key Comms events such as Town Halls, Leadership Offsites, Best Advice
* Assist the Corporate Comms team on various projects including communication campaigns, key events, team meetings and reports