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# Example of Communications Executive Job Description

Our growing company is searching for experienced candidates for the position 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 communications team in implementing business unit-wide or division-wide meetings, events and manage the logistics for Town Halls, Roadshows for the SLT
* Functions as the lead for Talent Acquisition internal and external communications
* Collaborate with Talent Acquisition and Events team members to strategize, plan and execute hiring events, including pre-event promotional campaigns
* Provides support for Talent Acquisition executive communications, including development of messaging platforms, talking points, speeches and scripts
* Partners with employee and executive communications representatives to ensure TA communications strategy is consistent and reflects overall sector messaging priorities and best practices
* Responsible for the development of Talent Acquisition related creative for internal and external use, including social media
* Partners with Communications Strategy team to participate in and support external campaigns in support of Talent Acquisition objectives
* Report and analyze competitor’s advertisement activities
* Handle related agencies (creative and media and platform/applications creation) to implement the proposed digital activities to ensure in line with marketing strategy
* Develop Affiliate Implementation Plan in collaboration with Regional Commercial IT team to build and develop brand website, product websites or microsites

## Qualifications for communications executive

* Proactive leadership – ability to provide proactive counsel to senior executives in the firms on all aspects of marketing & communications
* Thrive in working in a fast-paced, agile working environment – shifting focus as business needs demand
* Passionate about technology and innovation, keep up with the latest trends and advances
* Bachelor’s degree in Communications, Journalism or Marketing or 3-4 years relevant work experience
* Flexible to travel to other UK sites as and when required
* Being a member of the editorial committee, bringing interesting UK stories to the table planning how global stories are shared