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# Example of Communications Senior Manager Job Description

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

* Help execute Rodan + Field’s global communication strategy and differentiate communications needed for new versus established markets
* Assist with the development of Field Communications planning and inputs for the annual planning process
* Partner with Product, Brand, Social, and Learning and Development teams to launch product promotions
* Implement quarterly surveys to track trends in field sentiment quarter-over-quarter and year-over-year
* Build trusted relationships with our independent consultants and help troubleshoot their issues
* Handle day to day requests and customer issues thoughtfully and quickly, soliciting feedback while maintaining a strong sense of program and product direction
* Manages the development, strategic planning, coordination and implementation of all INFINITI product and brand communications activities, press materials and events, and helps support the INFINITI product and brand activities across the Americas
* Manages the national press fleet, including budget and tracking, all INFINITI product information posted to infinitinews.com, and assists in the ongoing maintenance and growth of this media website
* Develops and implements a strategic plan for all preproduction and production vehicles assigned for media use, and ensure that all press vehicles are prepared in accordance with engineering guidelines
* Manages direct reports by establishing annual performance goals, allocating resources, assessing annual performance, and determining individual merit, incentive and/or promotional increases

## Qualifications for communications senior manager

* Experience of designing, managing and delivering internal communications strategies, campaigns, events, projects and change programmes
* Influencing and relationship management skills across multiple stakeholders with proven ability to advise the business on communications and engagement opportunities influence at the highest level
* This role requires a strong background and experience in stakeholder communications and change management best practices
* This role requires a strong ability to develop, write, and edit multiple communications channels including but not limited to blogs, executive messaging and articles
* The role requires a working knowledge of project management
* He or she must demonstrate an ability to creatively meet the needs of a complex project office with multiple work streams