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# Example of Communications Specialist Job Description

Our company is searching for experienced candidates for the position of communications specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for communications specialist

* Global email distribution and DL management
* Outlook calendar management, and meeting set-up
* Having regular contact with senior management within the organization and will coordinate multiple vendors
* Manage internal communications output for Continuous Improvement (CI) (Six Sigma initiatives), Credo events and Customer Centricity program
* Work with various internal teams to publish timely company information, such as memos and CI outcomes
* Suggest what information should be presented to employees and stakeholders
* Refine core messaging to ensure organizational consistency in all aspects of communication
* Collaborate with teams to publish videos and photography on company website and blogs
* Provide key support to quarterly reporting communications initiatives for CAM’s products
* Identify web opportunities, and develop and implement online strategies accordingly

## Qualifications for communications specialist

* 5 years of experience in direct marketing, advertising, or PR industry
* Graphical Design experience
* Must have experience and knowledge of gaming enthusiast media, coupled with consumer PR/communications experience
* Thorough understanding of current and emerging digital communications landscape
* Available for some domestic travel as needed
* 1-2 years of experience working in communications or marketing related position at a global company, preferably in interactive entertainment or sports