Downloaded from <https://www.velvetjobs.com/job-descriptions/communications-supervisor>

# Example of Communications Supervisor Job Description

Our company is looking for a communications supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for communications supervisor

* Prepare reports and manages projects as assigned by Operations Manager or above
* Ensures that assigned personnel are fully informed of company policies, local procedures and other information pertinent to operations
* Makes work assignments with available personnel
* Works cooperatively with the Communications & Business Development to ensure that problem or complicated calls are handled properly
* Performs corollary duties, within reason, at the direction of superiors
* Develops and maintains relationships with key UPS GBS leaders, contacts, and sources to gain awareness of organizational priorities, plans, and activities
* Researches, solicits, writes, and edits news and feature stories, and other various materials to inform, engage, and educate UPS people on UPSers.com
* Performs editorial reviews to ensure content and deliverables meet UPS style, readability, and business guidelines
* Develops and maintains a GBS editorial calendar that is aligned with the Corporate editorial calendar provides updates to the GBS Human Resources calendar with key events and Communications strategy implementations
* Create additional UPS branded materials, including infographics, flyers, and banners to support ad-hoc and GBS strategic communications projects

## Qualifications for communications supervisor

* Proficiency in social media and developing and implementing integrated strategies
* Attention to detail and the ability to set and meet deadlines without sacrificing quality
* Additional proficiencies required include excellent interpersonal skills, solid news and issues judgment, design skills and an understanding of how global businesses and organizations operate
* Degree professional
* Play major role in creation of communications plans and goals, including development of both tactical and strategic elements
* CCTV Operator TTT/D335/80055/4