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# Example of Corporate Affairs Manager Job Description

Our company is looking to fill the role of corporate affairs manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate affairs manager

* Communicate final passage of legislation/regulations to the appropriate personnel
* When needed assist various SCI Departments with appropriate responses to inquiries regarding legislative/regulatory issues
* Assist in developing grassroots plans for outreach externally and internally including drafting messaging, monitoring results and modifying plans as needed
* Manage creative designers, developers and content writers for website communications
* Implement and schedule website ad promotions, site updates and video campaigns
* Manage implement and track multivariate testing results
* Creates, maintains and meets project schedules
* Manage website production pipeline - meeting all requirements and deadlines including writing work tickets and managing the workload for the digital team members
* Provide Level of Effort to project coordinators and marketing managers as needed
* Collaborate with the Digital Content Owners, vendors, internal and agency creative teams to create excellent marketing strategy and digital promotions

## Qualifications for corporate affairs manager

* Align with the VP of Global Internal Communications and HR leaders on all aspects of internal communications and culture
* Strategic orientation combined with a strong analytical & conceptual thinking, having result-oriented and hands-on mentality
* An interest in the broader CSR arena, consumerism brand building
* Good understanding of Engineering Drawings + Chemical processes + Safety of Refinery and Petrochemical plants
* Quick grasping and sharpness
* University degree in business administration, mass communication, media and social sciences