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

# Example of Employee Communications Job Description

Our innovative and growing company is hiring for an employee communications. 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 employee communications

* Develops and oversees Employee Communications initiatives designed to
* Provide administrative and logistical support for employee engagement programs that include the company’s Business Resource Groups (BRGs), volunteerism, mentoring, outreach activities, and other general employee events
* Coordinate department administrative needs, including budget tracking and invoice processing, expense reports, department meeting scheduling, office supplies/equipment, Track and prepare reports on department outcomes
* Contribute to ongoing development of new employee engagement initiatives including “street teams,” platforms, channels, technologies and tools that enrich the employee experience worldwide
* Staff and assist with execution of other ECE activities, programs and events, including employee campaigns, executive presentations, screenings, Perform other related duties as required
* Develop and support the delivery of a communications plan to represent the Global Business Operations function and its contribution to the success of the company to employees in other functions
* Actively utilise the company’s digital communications channels in support of highlighting the priorities, activities and progress of the Global Business Operations function to colleagues internally
* Collaborate with and manage stakeholder expectations
* Reviews and edits content of communications materials to ensure
* Provide concepts and content for internal communications such as Town Hall, emails and intranet/internet

## Qualifications for employee communications

* Experience collaborating with and proactively counseling senior executives on communications strategies and best practices
* Demonstrate proven experience in developing and executing on communications strategies that support major organizational changes
* 12+ years of experience in employee communications, preferably for a global enterprise
* Skilled in working with all employee communications apps and platforms
* 2-5 years of communications experience, preferably in internal communications role
* Bachelor’s degree in journalism, public relations, marketing or related field or technical training commensurate with requirements