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# Example of Executive Communications Job Description

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

## Responsibilities for executive communications

* Knowledge and experience working with social media as a content channel
* Schedule meetings, internally and externally across different regions and time zones
* Coordinate a high volume of international travel arrangements
* Manage various internal events/off-sites for the team
* Detailed tracking and categorizing of all incoming meeting requests (in person, telepresence, conference call, etc)
* Anticipating, identifying, analyzing and solving issues/conflicts independently and discretely
* Supporting general office administration, including telephone coverage, mail processing & distribution, file set-up & maintenance, ordering office supplies and equipment
* Supporting teams in planning and execution of internal and external events, including scouting locations and coordinating scheduling, accommodations, AV needs and catering
* Provide administrative support to the EVP and SVP of Communications
* Direct and manage development and execution of executive leadership communications strategy and programs for internal and external audiences

## Qualifications for executive communications

* Excellent understanding of content strategy and understand the technical considerations for making effective use of Search Engine Optimisation (SEO), social sharing
* Demonstrate superb organisational and analytical skills, with a track record of conceptualising and executing appropriate activity, strong bias for action and ability to prioritise and meet deadlines, without compromising quality or budgets
* An eye for good copy and design and be able to identify what makes an effective marketing campaign, demonstrating the creativity to deliver it within our brand tone of voice while offering a simple but effective digital customer experience
* You’ll cultivate strong working relationships with a large network of content creators across the company and synchronise the local strategic and executional approach to TEMIT content delivery
* Although Financial Services experience, especially within asset management, would be an advantage it is not essential providing you have a desire to learn
* Prior experience writing for a variety of communication vehicles, such as through social media platforms, press statements, press releases, memos, Q&As, talking points and speeches / presentations will be preferred