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

# Example of Executive Communications Job Description

Our company is searching for experienced candidates for the position of executive communications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for executive communications

* Act as key Communications partner toward allocated senior executives, responsible for end-to-end delivery of communications needs
* Evaluate and prioritize key communications opportunities in line with the company’s strategy
* A Bachelor’s degree of 2.1or above
* Perfect written and verbal English and preferably a second language
* Drive internal alignment and timely communications around important company updates
* Manage the process of our global, monthly All-Hands meeting soup to nuts - from agenda setting and picking speakers, to promotion and distribution
* Set strategy and execution of our weekly employee newsletter and work closely with members of the executive team and people who are leading key business initiatives to communicate with the rest of the company
* Contribute to the strategy and drive narrative development and communications assets for our executive team (specifically the CEO) to the company through a variety of channels and touch points
* Orchestrate a communications plan for organizational changes, and determine the best channels and messaging that helps the organization to digest, understand and embrace necessary change - ultimately leading to accelerated alignment
* Responsible for supporting and implementing the company’s policies and procedures around the Health and Safety, Security, Quality and Business Continuity arrangements that apply in their role/work function

## Qualifications for executive communications

* Excellent technology skills, including Microsoft Office and Adobe Creative Suite
* An active interest in field of architecture
* Ability to work independently in a responsible and proactive manner
* Comfort in interacting with a diverse variety of people on the telephone, email and in-person
* At least 5 years of administrative experience and previous experience supporting an SVP or above preferred
* Demonstrated experience developing and executing executive leadership strategic communications programs including proactive and reactive initiatives issues management