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# Example of Manager, Corporate Communications Job Description

Our growing company is searching for experienced candidates for the position of manager, corporate 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 manager, corporate communications

* Assist in the creation, and drive the execution, of innovative communications campaigns, messages and tactics across external communications channels
* Provides excellent communications consultation/client support by developing strategic communications plans/messages and tactical implementation on all company issues
* Under the guidance of VP Corporate Communications, be involved in the creation, strategy, and execution of P.R
* Provide communications counsel and support for schools and a diverse group of functions across the organization
* Assist in the development and implementation of communications strategies and programs that protect and promote K12’s reputation as an industry leader and innovator
* Support all external communications initiatives and programmes (Brand & Corporate)
* Manage review and scheduling process, posting and distribution of communications materials, as appropriate
* Create and identify social media opportunities
* Improve the understanding and alignment of Company objectives, strategies and achievements, and drives communications initiatives for the Company (internal)
* Provide communications/marketing support for key corporate platforms of innovation and work with subject matter experts and various senior organizational leaders

## Qualifications for manager, corporate communications

* Self-manager who can be proactive
* Strategic thinker, resourceful, flexible and resilient
* Solid knowledge of MS Word, Excel, PowerPoint and Outlook
* Working knowledge of Public Relations tools such as Factiva or other similar monitoring services such as PR Newswire
* Existing relationships with business media is a plus
* Excellent writing skills, painstaking attention to details, and ability to navigate ambiguous issues to create concise messaging and plans