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# Example of Manager, Corporate Communications Job Description

Our growing company is looking to fill the role 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

* Planning and executing communications strategy for global change initiatives
* Writing, editing and managing the review process for companywide communications
* Participating in logistics planning, communications and/or content for corporate events
* Using creativity to develop novel approaches, methods and designs for internal communications
* Participating in logistics planning, communications and/or content for corporatewide events
* Provides writing, editing, and proofreading support to Corporate Communications and other departments
* Creates content and manages editorial calendar to ensure continuous and optimized presence on intranet, social media platforms, corporate website (e.g., blogs, tweets, videos, RSS feeds, podcasts)
* Contribute to the overall integration plans related to mergers and acquisitions by creating communications activities for Day 1, Day 30, Day 100 and Day 300 long-term milestones for the entire integration period
* Partners with IT to identify, use and integrate technology to increase effectiveness and timeliness of internal communications
* Develops training, toolkits, and templates to help HR team and business leaders manage communications and facilitate dialogue with business partners and employees

## Qualifications for manager, corporate communications

* Strong industry and P.R
* Understanding of PR and media requirements
* Have managed to able to manage projects single-handedly
* This role will be interfacing across levels and strong written and verbal skills are also necessary
* Excellent storytelling capabilities
* Passion for the changing media landscape, implication on consumer behaviors and application on advertising marketing strategy