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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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, corporate communications

* Develops annual advertising budgets and conceptualizes and supervises creating of advertising materials with graphic designer and marketing communications staff
* Supervises Corporate Communications staff
* Monitor media coverage
* Collaborate with Corp Comms team (VP, Sr
* Working with key internal clients to position changes appropriately, communicate relevant information and help move audience members toward awareness, understanding, and behavior goals
* Working closely with the HR team to support organizational goals related to development of people, teams and culture
* Creating and overseeing the execution of public relations and investor relations strategy
* Working closely with other departments to ensure that the company employee value proposition and brand are consistently and clearly represented in all touch points
* Understanding and utilizing a variety of communication tools
* Researching, outlining, writing, editing, and proofreading communication materials, ensuring all materials meet pre-established quality and consistency standards

## Qualifications for manager, corporate communications

* At least 8 years of working experience in corporate communications, in which 3 years are in supervisory role
* Solid experience in CSR, community engagement, and employee communications
* Articulate in verbal communication
* A team player who is self-motivated, with entrepreneurial spirit, and eager to make a difference by delivering quality work
* Solid understanding of and experience in media landscape across channels and tiers
* A track record of building creative communications programs and delivering results