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# Example of Manager, Internal Communications Job Description

Our company is growing rapidly and is looking for a manager, internal 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, internal communications

* Ensure each team member has a personal development plan, regular 121’s and appraisals
* Coordinate content and communications strategy and execution of internal and customer-facing communications by identifying, assembling, and organizing content requirements
* Work with our internal partners as their trusted communications advisor, providing strategic counsel on how to most effectively communicate to a wide range of internal audiences, including bankers, relationship managers, and operational staff
* Work closely with our Executive team on their communications needs
* Work with creative team to develop ongoing creation of graphic and video content used for company intranet, website, collateral, presentations, events
* Develop and execute on strategic internal communications plans for the Americas business to bolster engagement, brand awareness, a high performance culture, leadership messaging, and strategic initiatives throughout the year
* Work directly with the regional CEO on internal messaging, tone and communications schedules
* 5+ years of demonstrated communications/HR experience
* Proven ability to prioritize, be assertive and a willingness to take ownership is key to success
* Demonstrates ability to build and lead high-performing teams coach individuals to develop to their fullest potential

## Qualifications for manager, internal communications

* Must have a Bachelor’s degree in communications, journalism, public relations, marketing or a related field
* Must have experience in corporate internal communications at a large multi-national company or at a public relations agency supporting a large multi-national company
* Must have the experience and ability to prioritize and simultaneously manage numerous projects and deadlines
* Must have the experience and ability to work independently and within a team
* Must have the experience and ability to work cross-functionally and with others in varying levels of the organization
* Must have the ability to manage external agencies and freelance writers