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# Example of Senior Communications Job Description

Our company is growing rapidly and is looking for a senior 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 senior communications

* Manage company intranet
* Edit content for clarity, grammar, and style
* Work with corporate leadership team to effectively communicate desired messages in a timely manner
* Ensure content is consistent with brand support, reputation, enhancement, and employee communication campaigns to support company goals
* Develop and execute communications to external stakeholders including clients, market, policy makers, and shareholders
* Work with Design team to develop creative copy
* Ensure and coordinate quality checks/approvals for content as appropriate
* Interview and research sources for content
* Maintain an understanding of new technologies and tools to enhance communications
* Work with senior leadership team to write and edit CEO speeches and other executive level communication

## Qualifications for senior communications

* Understanding of and commitment to serving our internal clients and contracted obligations
* Crisis & issues management expertise & experience
* Proven ability as a strategic out-of-the-box thinker and innovative problem-solver
* Highly motivated, proactive, flexible and results-oriented
* Integration subject matter expertise
* At least 7 years of progressive experience in Internal/Employee Communications or at least 7 years of progressive experience in Corporate Communications functions