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# Example of Senior Communications Job Description

Our innovative and growing company is hiring for a senior communications. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior communications

* Resolve problems as required
* Curating strategic campaigns across PR and social media
* Preparing concise press releases, media responses and presentations
* Interview preparation and media briefing with senior management
* Collaborating with European press agencies to address daily media queries
* Supporting sales and marketing teams across Europe
* Foreign travel to support international campaigns
* Negotiate and manage contracts with external agencies and other vendors
* Draft and manage distribution of client marketing communications, including e-mail, website, press releases and popular social media channels
* Develop marketing collateral from copywriting to production through fulfillment

## Qualifications for senior communications

* Strong project management skills and schedule management skills
* Bilingual (English and French) capabilities – verbal and written
* Partner with Corporate Events for INTRIA Town Halls
* Ability to quickly and accurately deliver to key media outlets
* A student of the industry
* Demonstrated interest and competency in making complex issues/ideas easy to understand