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# Example of Senior Marketing Communications Job Description

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

* Working closely with the HR executives and their associated leadership teams, the Global Communications function, you will develop, set and drive internal communications strategies to reach our 46,000+ employees
* Identify the need for, and manage, change management communications for global HR initiatives enterprise initiatives requiring HR alignment and involvement
* Conceptualise and manage corporate events including communications with internal and external stakeholders and production of collaterals
* Provide strategic counsel to various internal stakeholders to ensure consistency of key messages
* Support the engagement of community partners to maintain strong and reputable relationships so that CSR activities can be delivered with these partners
* Support the design, planning, budgeting, and execution of volunteer programmes that will meet the community engagement objectives
* Manage and monitor the volunteerism statistics, volunteer and community partner feedback along milestones and the extent to which desired outcomes have been achieved
* Prepare and present management reports on CSR progress on a regular basis across region and for Singapore
* Manage outside agencies to plan, negotiate and monitor vendor performance
* Identify and attack communications challenges and emerging communications issues faced by the organization

## Qualifications for senior marketing communications

* Well-mannered, considerate, professional, self-confident
* University degree holder in Marketing or Business related disciplines
* Energetic, passionate and confident
* Experience in developing strategic marketing recommendations that address business needs (fact-based substantiation) – and the ability to influence effectively
* Strong understanding of marketing communications and direct marketing planning and implementation, including new emerging mediums
* Excellent relationship building and communication skills including the ability to prepare and present presentations to large groups