Our company is growing rapidly and is searching for experienced candidates for the position of analyst, communications. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, communications

- Support and management of existing communications tools and vehicles used for internal communications
- Management of content and ensuring regular updates and quality of materials
- Support for and reporting of success metrics and ongoing quarter-over-quarter improvements
- Determines the need for and content of graphics to explain and enhance the written materials and edits materials for content, grammar, format
- Maintains history file of company publications, product releases, Provides general information to employees and/or outside organizations regarding the company, policies, and communications-related activities and events
- Analyzes requests for communications network and security systems to determine feasibility cost, equipment needs and time required
- Participates in network and security planning, design and development projects
- Evaluates new hardware and software for completeness and compatibility with existing systems and recommends systems for purchase
- Ensure network stability and availability through the use of monitoring and reporting tools
- Maintains network and security infrastructure, hardware, software, services and configuration including upgrades

Qualifications for analyst, communications

- Bachelor's degree in Business, Information Systems, Communication, Journalism
- Must be within 1 year of graduation or have a Spring 2017 graduation date
- Familiar with technology and have the ability to work in a fast paced highly technical environment
- Proofreading ability to check text for grammar, correct spelling, information accuracy, and corporate guidelines
- Strong ability to take complex technical issues, understand impacts on users and translate into simple and concise communications
- Ability to build strong partnerships and collaborate with teammates and technical/business partners