Our growing company is looking to fill the role of communication coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for communication coordinator

- Support various release cycles
- Attend core team meetings for regular Tech updates and troubleshooting of any issues or bugs
- Upload and organize all images into system
- Create merchandising supplements that will help the store team react to business trends at retail
- Support the training and education of Knowledge Management tools entry level training to new team members and colleagues
- Support the user base through product management and reporting of incidents and help to maintain the release calendar for bug fixes and enhancements
- Review and approve stay-related offers, stand-alone email campaigns, property setups and Essential Guest Notifications in the Guest Communication system
- Create and manage centralized marketing placements
- Work closely with the Product Owner on internal UAT testing and live testing with the QA/development, when required
- Act as the back-up for incident handling and questions from the Guest Communication user base

Qualifications for communication coordinator

- Experience in blog management a plus
- Excellent communication skills (written and verbal) Outstanding command of the English language
- Fluent in social media platforms including Instagram, Facebook, Twitter, YouTube and Pinterest
- Basic technical understanding of HTML, XHTML, CSS, Java, web publishing, Flash, a plus
- Knowledge of Windows Office programs, basic graphics program and email are required