Our innovative and growing company is searching for experienced candidates for the position of communications coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for communications coordinator

- Plan the team workflow ensuring optimum productivity, meeting deadlines for all communications and other activities
- Ensure that all tasks are managed by people with relevant skill sets and effectively monitored
- Produce relevant and timely management information
- Ensure communications are developed in line with the transitional communications plan and the people work streams
- Initiate new creative approaches to current communication methods
- Support the Communication Assistants in the organisation, running and evaluating incentive and motivational activity
- Develop clear incentive and event plans to promote high performance across all teams within the contact centres
- Build and maintain a calendar of clear events and incentive plans, with all activities planned in advance and arranged on behalf of the Management Team
- Track and account for all incentives spending, ensuring that a clear benefit is visible to all parties
- Promote a culture of team work covering all activities to the agreed standard and timescales as required

- Good at time management with ability to prioritise workload in order to meet deadlines and remain calm under pressure
- Ability to multi task projects and work under pressure
- Bachelor's Degree in marketing, communications or English required
- Must have a working knowledge of web design, content management systems, and scripting tools including HTML
- Must be able to work independently with others, handle situations with diplomacy and tact, and maintain excellent relationships
- Must work well in a fast-paced environment and be able to manage multiple high-priority assignments and be comfortable collaborating and taking feedback from different constituents across campus