Example of Communications Executive Job Description

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Our innovative and growing company is looking for a communications executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for communications executive

- Acts as project leader on assigned projects
- Candidates with less experience will be considered as Assistant Marketing Communications Executive
- Serve as strategic communications counselor and advisor to the platform and applications leadership teams
- Drive a central strategy around industry analyst engagement in collaboration with product management and product marketing teams
- Develop and implement employee and culture communications strategies, aligned with the broader organization
- Identify and support high profile speaking opportunities for digital leaders
- Develop content, campaigns and social communities that drive customer and stakeholder engagement
- Utilize existing social media outlets and identify potential digital tools to complement traditional communications
- Establish metrics to measure and report on value being delivered
- Serve as an educator on software trends, technologies and differentiators to the broader communications organization

Qualifications for communications executive

- Bachelor’s Degree in journalism, communications, social science, public

- A chance to work on one of the biggest brands in the world
- Career progression - almost 70% of our roles are filled organically
- Knowledge of Opera, Fidelio and/or Delphi systems preferred
- Superb PowerPoint skills to deliver signature keynote presentations
- Excellent content development and manage skills