



# Example of Communications Manager Senior Job Description

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Our innovative and growing company is hiring for a communications manager senior. 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 manager senior

- Write internal and external speaking remarks for the Chief Administrative Officer & Chief Financial Officer
- Contribute to the planning and delivery of town halls, leadership forums and other employee engagement events
- Conceive and deliver internal stories (written, graphic, video) that promote our strategy and successes
- Support development and delivery of quarterly materials including press release, media summary, briefing notes, internal stories, Q&As
- Co-manage the development and execution of the annual report and online annual report including content development, production and distribution
- Support the management of the Annual Meeting of Shareholders (contributing to speeches, briefing materials, employee communications, video production) and other items for the Corporate Secretary's group
- Develops and executes a cohesive communications strategy that supports key business objectives at key congresses in coordination with business unit counterparts business unit leaders
- Establish initiatives to strengthen the organization's community engagement (eg
- Develop and execute an annual communication calendar for GBS that supports major service roll-outs
- Identify and pursue the right speaking opportunities for the CEO, ensure

## Qualifications for communications manager senior

- 7-10 years of relevant strategic communication experience with an emphasis on internal or corporate communications
- Internal and External Communications, including a deep understanding and execution of social media
- Liase with key stakeholders in businesses
- Work with press across all platforms
- Work with HR team to build social media channel
- Other Desired Skills – This position requires a proactive, self-directed individual with the ability to serve and counsel executives with credibility and integrity