



Example of Communications Project Manager Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of communications project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for communications project manager

- Performs project management duties for a portion of a large project and independently owns moderately sized projects
- Plans and writes the strategy for internal communication vehicles the communication materials for these vehicles
- Manage the content, workflow, approvals and publication of internal communication channels
- Develop internal media briefs to share with partners
- Provide agency direction on strategic media plans and buys, managing relationships at the Associate Media Director and Supervisor level
- Monitor post-buy stewardship and optimization
- Oversee trafficking linkage between creative and media, assisting in tagging/tracking when required
- Provide media KPI/ measurement recommendations internally with agency support
- Work closely with business partner teams on targeted business initiatives in the digital space
- Manage advertising partnerships with larger partners such as Google, Facebook and Amazon

Qualifications for communications project manager

and control, communication systems

- Exceptional writing and presentation skills with above average Microsoft Word, Excel, and PowerPoint skills
- Experience with process creation and management and internal and external partner and vendor management
- 5+ years experience managing creative and content development processes across a variety of digital formats
- Ability to motivate and influence cross functional and developer stakeholders to deliver on their components of a project amidst competing priorities
- Proven ability to meet deadlines and drive results while juggling multiple projects