



Example of Consultant, Communications Job Description

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

Responsibilities for consultant, communications

- Ensuring that communication materials for projects are high quality and developed on time, within budget, on brand, and approved for the appropriate audiences
- Build and maintain relationships with management, with a focus on fostering collaboration and move readers to action as appropriate
- Meet with the Claims business teams to review creative briefs and kick off projects
- Partner with Corporate Communications and Marketing Communications to assure that communication programs leverage and integrate into the overall business communications strategies and programs
- Manage cross-departmental communication projects to include employee events, programs and initiatives, and employee announcements, policy changes
- Assist with financial communications and investor relations engagements
- Assist on new business initiatives
- Ensures clear, concise and consistent communications that produce expected results
- Always with an innovative approach
- Keeping customers and staff at the heart of everything we do

Qualifications for consultant, communications

- Experience in crisis communications
- Fluency in Adobe Creative Suite including InDesign, Photoshop and Dreamweaver Adobe Acrobat Pro
- A track record of strong academic performance to degree level
- At least 3-5 years' experience in (healthcare) communications in a PR agency or a multi-national company, ideally within the healthcare sector