Example of Corporate Affairs Manager Job Description

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Our growing company is searching for experienced candidates for the position of corporate affairs manager. 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 corporate affairs manager

- Partner closely with the External Media Relations team to help manage press inquiries for New Business Development and ELC Ventures brands
- Draft and help manage approval processes for press releases, Q&A's and key messages related to all potential acquisitions and investments
- Support Director, Corporate Affairs on the execution of corporate communications projects, including executive events, speaking engagements and media opportunities
- Work closely with Internal Communications team to develop communications plans and materials for ELC Ventures organizational announcements
- Support ELC Ventures brands on corporate initiatives and asks including Annual Report, Board of Directors Clips, MyELC stories
- Daily monitoring of issues-related media, stakeholder identification and research, and maintenance of key issues and stakeholder databases
- Provide support across Corporate Affairs and broader Corporate Communications teams in the areas of Issues Management, Risk Mitigation, and Social Media Strategy
- Foster trust-based working relationships with key regional and national regulatory and political stakeholders and patient organisations
- Work with key internal partners, primarily Group Risk Management and Corporate Communications, to assess the impact of emerging environmental and social issues, and develop recommendations for communications, risk

- Develop a process for tracking environmental and social issues including regular updates to key internal stakeholders

Qualifications for corporate affairs manager

- Previous experience in an international and multicultural environment is preferred
- Excellent creative writing and presentation skills
- Goal oriented and proactive with proven capability of reaching targets under time pressure leading and influencing global/ local counterparts
- Good understanding of Asian markets including the social media trend across Asia Pacific, especially in China
- Good business sense, strong analytical and planning skills data-driven thinking
- Excellent working knowledge of computer programs like Microsoft Office programs and Photoshop