



Example of Corporate Communications Job Description

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Our innovative and growing company is searching for experienced candidates for the position of corporate communications. 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 corporate communications

- Build and distribute the daily News Blast for senior leaders around the globe, which is published at 6 am ET Monday through Friday
- Work directly with Corporate Communications executives and the Discovery Networks International communications team on special projects as needed
- Ensure the Corporate website is updated from corporate messaging point of view
- Day to day point of contact for PR agency
- Identifying, submitting, tracking speaking proposals, helping craft the presentations
- Track media movements regularly
- First draft of FAQs/Press Releases
- Coordinate with media
- Support in implementation of projects – day to day coordination with NGO partner
- Monitor and track

Qualifications for corporate communications

- Experience partnering across large, highly collaborative internal teams
- Ability to write clearly, concisely and relatively quickly in order to create

- Knowledge – This position requires an intermediate level communicator with 7-10 years of experience in corporate communications
- Core Skills – This position requires a solid understanding of strategic communications planning, writing, and editing and project management skills
- Additional Skills – This position requires superior relationship management skills, the ability to work independently and strong judgment to know when to escalate issues
- A minimum of 3-5 years' experience working in external/internal Communications, in journalism, and/or in a large corporate environment