



# Example of Corporate Communications Job Description

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Our company is searching for experienced candidates for the position of corporate communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate communications

- Respond to or forward Web, social media and phone inquiries appropriately (customers, corporate development)
- Partner closely with Global Head of Corporate Communications and Investor Relations to align messages for Financial and Business Press, spearheading corporate media relations globally
- Lead communications for all corporate partner relationships, along with program execution (Tony Awards, Tribeca Film Festival, AAFA, High Line)
- Partner with PR colleagues on corporate outreach programs in line with company strategies and brand priorities
- Own strategic management of executive interviews
- Draft proposed CEO/executive lifestyle media responses, partnering closely with Investor Relations to ensure consistency
- Prepare CEO speaking points for external lifestyle/retail events/charity/business conferences
- Collaborate with global PR and Marketing teams to align communication strategies
- Develop and maintain strong relationships with national and regional media to secure placement in key publications
- Partner with PR and Internal Communications teams to create synergy where appropriate to enhance global brand and corporate image

## Qualifications for corporate communications

- Job related experience for 5 year(s)
- Excellent computer skills and mastery of Microsoft Office
- Strong computer, technical and web skills required
- Experience with Prezi software a plus
- Occasional lifting of boxes required