



Example of Corporate Specialist Job Description

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Our growing company is looking to fill the role of corporate specialist. 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 specialist

- Liaise with location contacts as assigned on Company projects
- Act as a strong brand ambassador and build employee engagement throughout the organization
- Write/edit copy
- Refresh and maintain communications pieces (company brochure, external presentation, web pages)
- Review global external communications
- Checking compensation for Agency
- Check trial month-end results/ actual month-end results
- Ensure all bonuses/allowances are calculated accurately
- Develop new program to calculate compensation for new channel/ or based on new/ revised scheme
- Checking monthly commission of all products

Qualifications for corporate specialist

- At least 2 years equivalent communications experience
- Vacation Ownership product/industry understanding and/or experience a plus
- Strong communication and interpersonal skills to communicate clearly in a variety of communication channels – with special attention paid to grammar, communication appearance

external

- A degree in communications, marketing, journalism, or related discipline
- Two to four years experience in large-scale corporate communications