



# Example of Director, Corporate Communications Job Description

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

## Responsibilities for director, corporate communications

- Manage content / message development for external communication activities driven by Singapore (hub) business teams, with specific focus on key events (SCC, VCC, Risk Summit)
- Work closely with RAKUTEN executives and others in corporate leadership and legal in responding to crisis of varying scope and severity
- Ensure the European image agenda reflects both the Corporate and local subsidiary priorities
- Produce content (press releases, speeches, presentations, ) to support senior executives and strategic initiatives, as needed
- Craft and ensure high quality, accurate press releases, corporate fact sheets, talking points, messaging docs, presentations, and other communications materials for external and internal audiences
- Conduct quarterly reporting and metrics to quantify PR performance by category and vis-à-vis competitors
- Handle internal business communications Internal communications
- Work in conjunction with agency on business and trade press including Advertising/Media/Marketing/Hollywood trades and represent R29 at various industry events
- Coordinate Financial communications
- Build and strengthen in-house media relations capabilities on the business, media and trade side and be responsible for arranging media interviews (print, video, broadcast and online) with executives and manage preparation

## Qualifications for director, corporate communications

- 20+ years in combined agency/corporate communication
- Working with AP leaders, ensure content of key stakeholder forums (especially Security and Client forums) are messaged appropriately and reflect business objectives
- Strategically support in-market teams to provide guidance, manage issues and create content
- Strategically support in-market teams to provide guidance, manage issues and develop content
- Bachelor of Arts, preferably in journalism and/or communications
- Fashion industry experience preferred in a corporate setting and with luxury product