



Example of Employee Communications Manager Job Description

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Our innovative and growing company is looking to fill the role of employee communications manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for employee communications manager

- Writes and edits myriad of strategic and operational documents and communication pieces including Leadership Communication, Quick Reference How To' Guides, FAQs, Talking Points
- Co-Launching a new internal communications vehicle to eventually replace the old intranet
- Soliciting feedback on communications effectiveness, measuring message absorption and taking steps to adjust message or channels as needed
- Manages and develops communication and marketing strategies for company programs, content, products and initiatives
- Manages company intranet, Behind the Shield, including creating, gathering, writing, editing and posting compelling content
- Drafts and/or distributes company emails, including company-wide and HR-specific communications and executive messages, other written and collateral materials for employee engagement and volunteer events, presentations, Creates distribution lists
- Responds to correspondence and inquiries sent to shared department mailboxes, comments made on intranet, , as needed
- Help manage the structure, programs and tools that engage employees in the evolution of key business processes
- Use data-based decision-making to evaluate and execute communications plans
- Create and manage a company-wide strategy around executive

Qualifications for employee communications manager

- Ability to interact and communicate succinctly in a variety of communication settings and styles at a high level of professionalism with senior executives, including CEO and Executive Committee members
- Articulate, assertive, excellent creative writing skills, ability to multi-task
- Ability to create exciting events from planning stage to execution and multi-task
- Extensive knowledge of Word , Excel and Power Point required
- Proven expertise in both written and verbal communications, technical knowledge and writing experience preferred
- Ability to work quickly and efficiently against tight timelines without sacrificing attention to detail