



# Example of Employee Communications Manager Job Description

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

## Responsibilities for employee communications manager

- Collaborate with business leaders and communicators in the region of develop, manage, and support communication plans that relate to business priorities
- Manage the activities of suppliers and consultants that may support employee communications
- Analyze and advise on communication trends, team member concerns/perspectives that might impact the Company or its strategies
- Collaborate with Manufacturing and HR to develop collateral materials (brochures, video, ) to successfully onboard new Quad employees
- Collaborate with HR leadership to develop and implement communication strategies to market Quad's total benefits package
- Collaborate with HR Talent Development team to create and execute communications strategies to amplify the important of Quad's education and develop programs
- 40% - Training/Learning strategy and support
- 10% - Team management, development and coaching
- Provide strategic counsel to APZ Business and HR leaders and create effective communications messaging, processes and tools on key business initiatives and change management strategies to drive employees' engagement, productivity and alignment in APZ
- Leverage on technologies, internal communication platforms, processes and tools to create appropriate message delivery that increase effectiveness and

## Qualifications for employee communications manager

- Above average knowledge of MS Office programs
- Knowledge/education in compliance, AML, risk or legal an asset
- Support the production and distribution of a variety of internal communications materials, videos and video animations, virtual and intranet campaigns, poster and sticker materials
- Independent, self-motivated, proactive work style
- Flexible, consensus builder, collaborative team player, must be able to create partnerships with fellow colleagues in the NY Campus to help execute programs
- Ability to work effectively within all levels of the organization, from brand president to individual contributors