



# Example of Employee Communications Manager Job Description

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

## Responsibilities for employee communications manager

- Perform all activities in a safe and responsible manner and support all Environmental, Health, Safety & Security requirements and programs
- Delivery - Maintain editorial ownership of content and calendar, responsible for all messaging, timing, and tone
- Development and management of the "communication cascade" from the CEO to functional senior leaders and Vice Presidents, including the right frequency and content for all-company meetings functional all-hands meetings
- Manage the development of the cross functional team's editorial calendar that supports external and employee communications objectives and track content throughout the year to provided ongoing assessment of key message support
- Simultaneously manage multiple communications projects internal and/or external resources to effectively achieve project goals
- Ensure consistent messaging of all communications vehicles, leveraging the full array of communications solutions (face to face, electronic, print, video) by serving as editor and, in some cases, copywriter for the develop internal communication materials
- Evaluate and measure the effectiveness of internal communications programs, translate those results into actions to strengthen the planning and execution of future programs
- Identifies opportunities to create value from diversity and different

- Builds relationships and partnerships underpinned by openness honesty and respect
- Proactively work with partners to ensure their needs are met through strategic communication point of

## **Qualifications for employee communications manager**

- Experience with business and trade media a plus
- Bachelor's degree in communications, journalism, marketing, HR or related field preferred
- Communications or marketing experience, including plan development and execution, or equivalent preferred
- Previous experience with development of creative, compelling content to meet business objectives preferred
- Previous experience leading projects and teams to meet objectives preferred
- MS Word, Excel, Outlook and PowerPoint required