



Example of Employee Communications Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of employee communications manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for employee communications manager

- Stay authentic to our company wide comms and branding strategy, while harnessing what makes CC culture special to deliver messages in a way that bespoke to Customer Care
- Building on existing networks and developing where required internal communications contacts throughout the business
- Ensuring the relevant teams have the appropriate skills and support from the central CC Lovin' team to deliver and share communications effectively
- Delivering regular communications for all staff through a range of channels, ensuring ease of access to communications, clarity and consistency of messages that reflect our brand and culture
- Play a leading role in continually improving the CC space on the intranet and on Workplace as a key internal communications tool
- Develop and implement internal communications strategy, measure the effectiveness of internal communications messages and channels on an ongoing basis and make recommendations to review and amend the strategy as appropriate
- Develop end-to-end comms programs that help strengthen company culture
- Guide employee comms counterparts in other locations to ensure consistency in messaging and priorities and to better understand cultural considerations across regions
- Cultivate strong relationships with business leaders and other internal partners

Qualifications for employee communications manager

- Passionate about delivering a great employee experience with a demonstrated desire to exceed customer expectations – ability to meet the needs of a diverse set of employees (Associates, Managers, HR, Corporate, Tech, Executives effectively partner with external business partners)
- Proven examples of building / editing websites, developing mechanisms to measure customer experience with websites and ability to use this information to continuously improve site efficacy and experience
- Bachelor's degree (or equivalent skills/experience) in Communications or Marketing preferred with 3 years of experience in similar role
- Proven ability to work well with managers and employees of all levels in advising and gathering, preparing and vetting material
- Previous experience as a communications manager supporting internal communications
- 5 - 7 years experience in communications, or related field