



Example of Internal Communication Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for an internal communication. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for internal communication

- Lead the roll out of employee engagement survey tool across the region
- Partners closely with senior management in Technology and business line roles to identify business/communication objectives and translate into internal communications plans
- Researches, develops, and executes large and/or complex internal communications plans
- Plans and coordinates large scale global events for ICM technology employees including town halls, leadership staff meetings, and management meetings
- Developing dedicated web and digital communication strategies to boost the Company's values and image
- Designing, building, implementing and maintaining the Company's Web and Digital communications via both traditional and innovative communications channels, for both external and internal clients
- Being responsible for implementing the appropriate methods and tools to provide more visibility to internal communication and change management, in strict coordination with HR
- Managing the design and production of all traditional communication tools brochures, flyers, invitations, banners, roll-ups
- Source and write Quaker Chemical news and internal promotional content for internal distribution, using various platforms (both print and electronic)
- Capture and update supporting materials as needed

Qualifications for internal communication

- Track record of working with and advising senior leaders
- Bachelor's Degree, Master's Degree in Communication, fluent in English
- Bachelor's degree in liberal arts, business or related discipline (English study, technology communication or journalism desired)
- Creative and details oriented
- Planning and prioritization capabilities