



Example of Internal Communication Job Description

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

Responsibilities for internal communication

- Work autonomously and build partnerships/network with senior stakeholders marketing and communications teams
- Design and implement, given the case, the crisis communication plan for the Global Function, aligned with the corporate process and guidelines
- You are the first single point of contact for community work and the organizer for
- Create and publish content to all internal communication channels
- Publish and proof read various internal communication material
- Take ownership for the Arjo intranet content for the Corporate sites on the Intranet
- Create internal presentation material such as Corporate presentation, CEO presentations etc
- Support major corporate projects within Arjo as communication business partner
- Specific Trainings
- Defining the user impact of a change project through change impact analysis, resistance and stakeholder management

Qualifications for internal communication

- You are passionate about technology and IT solutions
- Excellent communication and inter-personal skills (written & spoken)
- Good knowledge of new social media and trends
- Innovative mindset and customer focus

- Master level required from Business Schools / University (Marketing, Communication, Political Sciences, Business)