



Example of Manager, Communications Job Description

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

Responsibilities for manager, communications

- Curate and create high volume, low costs content that tells a compelling GED® program story via the social networks and digital channels
- Supports social media activities
- May conduct market or public opinion research to assess program outcomes
- Serves as the point of contact for internal and external communications
- Develop strategies to inform and engage employees about the Shared Services vision, values and strategic priorities
- Manage the engagement programme for the Head of Global Shared Services and Leadership Team so that employees feel they are visible and relatable via events and other activities
- Ensure messaging, timing and delivery of reporting and communications is consistent and in line with the leadership team's strategic vision
- Manage an annual calendar of activities and reporting requirements
- Provide support to the business via effective communication of new and ongoing employee facing policies and activities – giving particular support to HR Communications
- Maintain existing and develop innovative new channels to communicate with and engage employees

Qualifications for manager, communications

- Excellent communication skills (written and verbal) with strong attention to

- Ability to work independently but also collaboratively with a variety of individuals at different levels and from different areas/functions
- Ability to manage and deliver on competing initiatives under tight timelines while staying resilient and positive under pressure
- Experience with multi-media strategies and managing vendor relationships with external agencies would be considered an asset
- Post graduate degree in Public Relations/Communications or related field would be an asset
- Possess a degree in a related discipline Marketing, Communications, Journalism