



Example of Manager, Communications Job Description

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Our innovative and growing company is looking to fill the role of manager, communications. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, communications

- Identify, leverage and integrate video, digital and other appropriate platforms that will increase the effectiveness and timeliness of communications
- Employ project management and client service skills to oversee development and distribution of communications, such as advertisements, videos, brochures, social media posts, blog posts, talking points and presentations to all internal clients and other stakeholders
- Develop media relations strategies to secure high-level placements in print, broadcast and online media
- Engage audiences across traditional and new social media
- Measure effectiveness of communications programs and create plans to improve results
- Other copy-writing, editing and projects as requested, including client letters, award submissions and industry directories
- Some travel (up to 20%) to other company offices and industry events
- Develop, manage and post content for internal and external publication
- Ensure all content is on-brand and consistent with Versum branding guidelines and tone for all channels
- Ensure all content is posted in accordance with set deadlines and required process

- Well proven editorial capabilities to oversee creative output from the team while seeking enhancement opportunities
- Lead a high quality team of communications professionals and foster an environment of ongoing employee development
- Build and foster strong working relationships with key partners including sales strategy, product, creative, legal and compliance
- University education, preferably in communications or business
- Outstanding writing and communications skills including proven ability to write to target and brand voice across multiple formats
- OAssist the Director of Communications in executing the corporate PR strategy