



Example of Mgr Communications Job Description

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Our innovative and growing company is looking for a mgr communications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for mgr communications

- Monitors messages to ensure consistency and alignment with UPS strategy and to maximize effectiveness in reaching their intended audiences
- Coordinates approvals with Legal, PR, and subject matter experts to ensure accuracy
- Organizes conferences to provide business and industry exposure for UPS topics of interest
- Coordinates communications across multiple channels to ensure widespread visibility
- Identifies and incorporates key business insights to reinforce executive thought leadership in the industry
- Publishes summaries of key speeches to extend the reach of strategic messaging to third parties (e.g., academics, chambers of commerce, think tanks)
- Provides crisis communications to manage and mitigate public relations risk
- Works with global partners to ensure culturally relevant communications
- Develop and build the strategic vision for marketing communications in collaboration with the leadership and marketing teams
- Responsible for editorial, design and production of marketing assets including campaigns, product launches, collateral, digital media, advertising and events

Qualifications for mgr communications

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- Very creative, energetic and flexible personality
- Proven expertise of creative tools, marketing automation and CRM platforms
- Bachelor's Degree in communications, business or a related field with 7 years of corporate media relations experience or a MS/MBA degree and 5 years of corporate media relations experience
- Candidates must have a bachelor's degree in communications, journalism, public relations or a related business discipline
- Must be able to develop strong working relationships and collaborate with colleagues across the communications organization in other functional areas