



Example of Relations Specialist Job Description

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Our innovative and growing company is looking to fill the role of relations specialist. 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 relations specialist

- Manage Ubisoft's executive speaking and corporate awards programs
 - Identify and develop public relations opportunities and events in conjunction with Ubisoft's product public relations team
 - Compose routine correspondence, reports and documents pertaining to internal communications
 - Direct the PR interns on tactical projects
 - Coordinate with Canada and LATAM counterparts as needed
 - Manage and sign up for campus relations/recruiting events in the local market, including booth presence, materials, , ensuring there are sufficient employees in attendance across key business units
 - Develops and maintains effective, strong, collaborative relationships with team members, internal business clients, investment management personnel, marketing personnel, members of senior staff, external advisors, vendors, and clients, in order to develop, plan, and execute media activities
 - Interacts on a regular basis with business clients, marketing partners, and senior staff to understand strategy, priorities, and positioning
 - Provides sound and reasoned counsel to management and business clients on public perception and business issues
 - Keeps abreast of media environment, industry trends, market activity, and regulatory changes and develops appropriate responses and materials in response
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- University degree in communications, journalism, marketing or business
- Skill with MS Word, PowerPoint and MS Excel
- Interviewees will be expected to complete a writing assignment
- 5+ years of experience working in a Consultant Relations, Relationship Management and/or a Sales capacity within an Asset Management, Private Equity, Credit or Alternative Investments firm
- Availability to travel (up to 20% during peak campus recruiting seasons)
- Researches and prepares press releases and other press materials, including statements, Q&As, backgrounders, pitches, fact sheets, press kits, bylined articles, and other materials that are highly professional, effective, creative, and accurate