



Example of Senior Communications Manager Job Description

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Our company is hiring for a senior communications manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior communications manager

- Management of customer communications including writing, editing and content delivery — adapting the style, tone and complexity of writing to suit a variety of formats and audiences
- Work closely with cross-functional teams and stakeholders including Take to market, Product legal and various agencies to bring the marketing communication strategies to life
- Manage ad-hoc communication requests across all BBM Business Units
- Lead strategies to advance internal communications program and assist with establishing key metrics for internal and impact communications
- Develop and manage a broad range of communication materials, including assisting with Annual Report, Annual Accomplishments, electronic newsletter, talking points, briefing materials, and other materials
- Consult and works collaboratively with senior leadership and colleagues on complex internal communications strategies
- Lead various internal initiatives, including coordinating Association-wide meetings
- Ensures internal alignment with external messaging
- Serves as co-lead and content manager for intranet portal
- Supports the Association's crisis communications efforts, as needed

Qualifications for senior communications manager

- Proficient in Word, PowerPoint, Excel, and basic Creative Suite/Photoshop skills
- Have demonstrated ability in project management and external medical communications agency management
- Proficient in Word, Excel, PowerPoint, and Acrobat
- Highly organized, detail-oriented, self-motivated, and able to work independently within cross-functional teams
- Demonstrated customer facing skills and capability to collaborate with Key Opinion Leaders on publications and medical education initiatives in a credible manner