



Contract - Internal Communication Executive (1-year)

Job description

This role is responsible for implementing internal communications strategies for our Development Center department. This is a 1-year contract position.

In your new role you will:

- **Develop, manage and implement department internal communication strategy & message in line with corporate/regional strategic targets and department objectives**
- Assist and consult department management to **define and publish key messages**
- Ensure regular two way communication (understanding and adapting of company targets & communication strategies)
- **Manage content structure** and organization on internal communications channels including face-to-face communication, publications, CMS, electronic news and mailings
- Provide advisory of **company branding standards**
- **Manage department-level communication**
- Actively participate in the Communications community

Profile

You are best equipped for this task if you have:

- Bachelor's Degree in Marketing / Communications or similar
- **Experience in Communications preferred**
- **Fluent in English (spoken and written English)**
- **Excellent writing skills & structured work approach**
- Experienced in working with online-media or content management systems
- **Proficiency in Microsoft Office and Adobe Photoshop /Graphic Design**
- Experience in event management and promotion activities will be advantageous.

Why Us

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At a glance

Location: **(Singapore)**
Job ID: **76522**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

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