

SENIOR CORPORATE COMMUNICATIONS OFFICER

Applications are invited from interested and suitably qualified individuals for the position of **Senior Corporate Communications Officer**, Providenciales.

Description

The incumbent is responsible for executing the Company's internal communications and engagement strategy. This includes the development and delivery of high-quality, timely, and engaging projects, campaigns and content across multiple channels to ensure employees are informed, motivated, and connected. This position holder also supports the planning and management of broader stakeholder activities and corporate events.

Main Duties & Responsibilities

- Lead the development and execution of a content roadmap with clear, consistent and impactful messages that align with the Company's strategic priorities and Employee Value Proposition.
- Develop employee notices, surveys, human interest articles, fact sheets, special bulletins, screensavers, posters, invitations and feature video materials for distribution across various channels.
- Conceptualize and deploy creative and multifaceted marketing campaigns with a defined style and tone to increase employee participation, awareness, engagement and satisfaction.
- Support the planning, outreach and management of corporate events throughout all service territories. Internal corporate events include but are not limited to an annual staff awards, diversity initiatives, and staff recognition initiatives. External events include but are not limited to community events, major conferences and customer-focused initiatives.
- Develop an editorial outline, compose articles, and update the publication layout for the Company's monthly digital newsletter, ensuring a high-quality, on-time distribution and end product.
- Cultivate strong relationships with other departments and respond promptly and effectively to their communication needs.
- Produce and deliver weekly broadcasts covering the latest news to ensure employees are kept abreast of developments across the company.
- Distribute weekly updates on stock exchange movements relevant to the Company.
- Act as an in-house photographer when needed.
- Coordinate photography, videography, and conduct supporting interviews for content marketing.
- Assist in keeping the company's library of communication assets up-to-date.
- Manage, compose and upload content to the intranet and other major internal communication platforms to ensure current and relevant information. Liaise with content custodians from other departments for information updates.
- Monitor and respond to incoming requests for plant tours from external entities and where approved, coordinate with the requestor and lead internal logistics.

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Main Duties & Responsibilities Cont'd

- Regularly inspect in-office visuals and branding elements including digital signage and wall signage company-wide to ensure information is relevant and up-to-date. Coordinate removals and replacements where necessary.
- Create and maintain a comprehensive centralized database of key external and internal stakeholder contacts ensuring information is reviewed and kept up-to-date. Where required, updates should be made across all third-party platforms.
- Review and produce monthly reports on readership rates and other data analytics to measure the impact of communication initiatives and continuously refine strategies for improvement.
- Assist with the internal engagement programs as a member of the Investors In People Committee and Employee Engagement Committee.
- Assist with regular review, production and publishing of the employee handbook, and other employee facing materials, working closely with the Human Resource Department.
- Assist the Manager and/or Director of Corporate Communications with the development and execution of crisis communications.
- Job duties will require working outside regular business hours and at times at off-site and off-island locations.

Academic/ Technical/ Management Experience and Qualifications:

- Bachelor's degree in Communications, Journalism, Public Relations, Advertising, Marketing or related field.
- Three to five years of proven expertise with increasing levels of responsibility in communications and a track record of success
- Experience with internal engagement, communications strategy and branding
- Experience with managing and publishing newsletters, magazines, or news bulletins
- Experience in leadership or managing a team is a plus
- Website management and photography experience a plus.
- Proficiency in Microsoft Office programs is required.
- Design experience with Canva, Adobe Photoshop, Adobe InDesign, Illustrator and/or Adobe Premiere Pro required.
- Must be fluent in the English language. Creole and Spanish is a plus.

Abilities, Skills, Experience, Aptitude & Judgement:

- Must be adaptable to a dynamic and fast-paced environment
- Skilled in event design, facilitation, and management
- Familiarity with latest communication tools, technologies and applications.
- Excellent written and verbal communication skills in English
- Excellent editing and proofreading skills
- Exceptional organizational, leadership and planning skills
- Highly self-motivated, creative and resourceful
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to build relationships with team members, external and internal stakeholders
- Flexible delivery style tailored for different audiences and purposes.
- **Compensation is commensurate with experience and qualifications.**