

## Internal Communication and Content Manager

My client is a successful, privately owned industrial group with several divisions, sales offices and production sites around the world. Innovation, high quality, reliability and customer service are success keys for the leading position in its business. Originally founded more than 100 years ago the group has now a global workforce of almost 5'000 people. The headquarter is based in the Zurich area.

The mission of Corporate Communications is to support the business strategy, build a strong corporate identity and project a brand image to customers that generates a positive, emotive relationship with the company's services and products.

We are looking for a motivated, proactive and committed **Internal Communication and Content Manager**, who will be responsible for the development, execution and management of internal communications that will drive awareness and strengthen employee engagement and organizational culture. The **Internal Communication and Content Manager** reports to the Chief Communications Officer (CCO).

The **Internal Communication and Content Manager** will be entrusted with the following:

### Core projects & tasks

- Definition and implementation of internal communication strategy with the CCO
- Conception and realization of new intranet on Sharepoint, together with multiple internal stakeholders
- Responsibility for Corporate Communication contents on intranet and other communication platforms
- Understand and translate strategy, brand and other complex, multi-dimensional topics into a clear, confident and human voice
- Work on new and creative ways to inform, connect and engage employees through multiple communication platforms
- Conduct trainings for new employees (Intranet, Corp. Comm. platforms etc.)

### Profile

- Degree in the field of communications or similar
- Experience in corporate communication in an international environment
- Strong project management skills
- In-depth Sharepoint experience (technical, content, design)
- Strong writing/content development skills and creative thinking
- Fluent in English and German; French would be an asset
- Ability to manage deadlines for multiple projects simultaneously and quickly adapt in a dynamic environment
- Team player and quick learner with service-oriented thinking
- Open minded, ambitious and motivated personality with an international mindset, who is prepared to communicate with internal and external clients around the world
- Some travel required (mostly in Europe)

Are you interested? Please send your application by E-Mail to Matthias Brägger or call him for more information.