

Employee Communications Specialist

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Company: West Recruitment

Location: Sydney

Category: other-general

- 12 Month Fixed Term Contract - \$100,000 incl. Superannuation - Hybrid - Work from home opportunities

About your new employer West Recruitment is currently partnering with a dynamic and forward-thinking organisation, known for its commitment to employee engagement and fostering a positive work environment. As an Employee Communications Specialist, you'll be an integral part of the team, contributing to various projects and initiatives while gaining valuable experience in the field.

About your new job In this exciting role, you'll work closely with the Manager of Internal Communications to execute the Employee Communications and Engagement Strategy. Your key responsibilities will include –

- Planning and crafting communications for different audiences
- Supporting transformational programs
- Defining and implementing proactive internal communications to be published on the employee intranet.
- Play a vital support team member and contribute to the employee function plan
- Deliver and embed the BAU communications as well as provide support to critical change.
- Potential for future project management with local governments – this will be a great learning experience for your resume!
- Assistance with writing media releases
- Supporting the broader communications team portfolios and offering additional assistance where tasks need additional focus.

About you!

- We're looking for a motivated and passionate individual with a genuine interest in communications.
- While experience in a similar role is desirable, we welcome applications from recent graduates or candidates with limited experience who are eager to learn and grow.
- Strong project and business communication skills are essential, along with exceptional verbal and written communication abilities.
- You should be proficient in MS Office, and familiarity with design software will be a plus.
- Be able to provide examples of

writing communications and communication planning would be a benefit. •Will have the right can-do attitude with the drive to learn and grow. What's in it for you? •A fantastic opportunity to work for a reputable and well known brand and gain essential skills for building your career! •Hybrid Opportunity with flexible working hours •Work with a supportive and engaging team with fantastic attitudes •If this opportunity sounds right for you please click the Apply Now button or alternatively contact Alece Ohara on 02 9689 8998

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