

Example Job Description Template

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| ABC Printing Company |
| Manager, CommunicationsJob Description and Duties |
| Position Purpose:  | **To Ensure all publications and communication materials represent ABC Printing in a creative, positive and professional manner.** |
| Reports to: | **Director, Marketing and Communications** |
| Salary Range: | **$XX,000 - $XX,000** |
| Job Responsibilities |
| * Oversees day-to-day operations of Communications Department, including coordinating flow of weekly work assignments.
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| * Responsible for ensuring all written material for ABC Printing represents the organization in a creative, positive, professional manner and meets all standards of excellence.
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| * Responsible for ensuring Communications Department has processes in place to support timely and accurate publications production.
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| * Manage Communications Department staff, support staff development and problem resolution.
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| * Coach staff on maintaining professional work environment and one that is user friendly for ABC Printing departments.
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| * Consult with other ABC Printing departments and give input on communications support needs.
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| * Responsible for monitoring and managing staff development opportunities to ensure staff stays current with changing technical skills.
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| * Incorporate continuous improvement methodologies into departmental process by soliciting feedback from key user groups.
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| * Oversees the written copy for printed ads to fulfill approved promotional plan.
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| * Manage department budget and ensures fiscal responsibilities for all areas.
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***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***