

Example Job Description Template

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| ABC Printing Company | |
| Manager, Communications  Job 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. | |
| * Responsible for ensuring all written material for ABC Printing represents the organization in a creative, positive, professional manner and meets all standards of excellence. | |
| * Responsible for ensuring Communications Department has processes in place to support timely and accurate publications production. | |
| * Manage Communications Department staff, support staff development and problem resolution. | |
| * Coach staff on maintaining professional work environment and one that is user friendly for ABC Printing departments. | |
| * Consult with other ABC Printing departments and give input on communications support needs. | |
| * Responsible for monitoring and managing staff development opportunities to ensure staff stays current with changing technical skills. | |
| * Incorporate continuous improvement methodologies into departmental process by soliciting feedback from key user groups. | |
| * Oversees the written copy for printed ads to fulfill approved promotional plan. | |
| * Manage department budget and ensures fiscal responsibilities for all areas. | |

***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.***