



# WE NEED YOU

## WE'RE LOOKING FOR COMMUNICATIONS EXECUTIVE

### LOCATION:

Chertsey / Office Working x3 days a week

### WORKING HOURS:

Monday to Friday, 37.5 hours per week

### SALARY:

£35,000 per annum

### OTHER BENEFITS:

10% Bonus, Access to Samsung Discount Portal, Access to Reward Hub for tons of discounts, Company Sick Pay, Aviva Pension, 4 X salary Life Assurance, ETHIC Values Employee of the Month Recognition Scheme

### CONTACT TYPE:

Permanent

### REPORTING IN TO:

Communications Manager

## WE'RE LOOKING FOR A COMMUNICATIONS EXECUTIVE

As a Communications Executive, you will use your creative flair and keen eye for detail to support the delivery of clear and impactful messages that resonate with our field and HQ functions. Working closely with cross-functional teams, the role involves managing end-to-end content production for the internal communications platform, sharing regular highlights and updates from key departments such as Training, GTM, Retail Field, and Contact Centre.

## TO MAKE A REAL DIFFERENCE IN THESE AREAS

### CONTENT MANAGEMENT

- Maintain and produce various types of content to be shared via our internal communications platform.
- Responsible for sharing weekly/monthly highlights from training, GTM, retail field and contact centre teams with internal senior stakeholders.
- Develop and curate engaging content for our internal platform.
- Review and proofread content generated by both our team and other MX departments, delivering accuracy & consistency.
- Construct brand templates and key visuals of exceptional quality tailored to various teams and projects.

### COMMUNICATIONS

- Complete monthly visits in to retail and contact centre with field team to gain insight and support ongoing comms improvement
- Compile essential documents and managing crucial communications that support day-to-day operations of the team.
- Ability to prioritise and lead ad-hoc communication and task requests within a specific timeframe, aligning with key business priorities.
- Support as required with internal events and new starter induction days.
- Responsible for ensuring all regular comms are published within the defined timelines.
- Ensure a consistent tone, pitch and delivery is executed across our internal platform.
- Own key departmental planners ensuring immediate team are regularly utilising to support productivity.

### PLATFORM ENGAGEMENT

- Be a true advocate of the platform and utilise opportunities to promote its features and benefits that support its ongoing use and overall engagement.
- Possess a natural skill for fostering and sustaining relationships, utilising with both the immediate and wider team, aiming to cultivate a comprehensive understanding of the business and its operations and identifying opportunities whereby the team can support and further enhance engagement.
- Build upon and extend current relationships across MX key stakeholders that will enhance and develop methods of communicating with different audience groups.

### REPORTING & INSIGHT

- Maintain an understanding of market trends, competitor activity and field team activities
- Responsible for the collation and overall delivery of company market led insights as and when required by the business whilst ensuring they mirror current business themes and latest templates
- Responsible for the creation and collation of regular analytical insights of our internal platform
- Support compliance and governance activities, ensuring communications meet required.

## IDEAL CANDIDATE & REQUIRED EXPERIENCE

- You're an excellent communicator both written and verbally, with a keen eye for detail and with varying audiences
- You're experienced in crafting and delivering consistent, compelling messages across various audiences
- You've got a great understanding of branding and tone of voice, with the ability to tailor messaging and producing diverse types of content
- You're organised and able to manage calendars, meetings, and documentation
- You're passionate, creative, and confident with proven experience using creative and communication tools, such as Outlook & Canva
- You're able to plan and prioritise your time effectively and efficiently and adapt to changing priorities and tasks in a fast-paced environment
- You're confident in Microsoft 365 packages particularly Excel and PowerPoint
- You're creative and willing to take on various projects and responsibilities
- You're a strong influencer and able to negotiate when required
- You're a people person, passionate about sharing knowledge and expertise

**Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.**

