

Internal Communications Manager - 100%

Proman AG, Headquarters, Wollerau, Switzerland

22nd November 2021

Position summary

The internal communications manager will be responsible for working with the business to ensure employees are kept informed and motivated by planning and delivering an engaging programme of internal communications content and managing key communications channels including the Pipeline (intranet), website, social media, email bulletins and newsletters.

The job holder will work with a range of internal stakeholders and projects to help develop and maintain their internal messaging and communications programmes, and to ensure that messages and activities are aligned with Proman's corporate identity and the global communications priorities and calendar.

The internal communications manager reports to the MD Communications, Rebecca Davies. It's a full-time and permanent role.

Position responsibilities

- Developing and maintaining internal corporate communications plans and messaging for key activities across the global business.
- Developing and managing relationships with the global offices to manage a forward plan of internal communications activity.
- Drafting high quality written corporate communications for different audiences across the business, including articles for the intranet, corporate updates, speeches, conference presentations.
- Developing creative and engaging corporate communication collateral, including video content, graphics, brochures etc.
- Managing key communication channels including the website, the intranet ('The Pipeline'), LinkedIn, as well as email bulletins and newsletters.
- Providing communications support for key corporate activities including the preparation of the annual accounts reports and sustainability reporting.
- Acting as guardian for the Proman brand and corporate photography portfolio, ensuring both are applied effectively and consistently across the global business including use in corporate collateral and conferences (internal and external).

- Core member of the crisis communication response team supporting message development for internal audiences and managing key communication channels.
- Working collaboratively with the wider communications team on specific projects.
- Managing supplier relationships as required.
- Keeping up-to-date with industry trends, sharing insights and comparing similar initiatives in other organisations.

Education and professional experience

- Degree in English, Communication, Journalism, Political Science, or related field;
- 6+ years proven expertise in internal communications, including delivering internal communications programmes in a complex corporate environment and writing and editing corporate communications.
- Proven expertise in developing visual and digital communications collateral, working with designers to deliver creative and engaging content.
- Experience of managing digital communication channels (website, intranet, social media).
- First-hand experience of working on crisis communications.
- Preferably experience of working for a multi-national company within the energy or petrochemical sector.
- Fluent written and spoken English is essential (native English speaker preferred).
- Strong interpersonal skills and proven experience of building strong and productive relationships with a variety of internal and external stakeholders.
- Strong, versatile copywriting and editing skills and an ability to understand and present complex information in a clear and engaging way.
- Proactive approach to managing workload with excellent organisational, planning, and coordination skills.
- Ability to manage multiple projects simultaneously, multi-tasking and re-prioritising as needed.
- Excellent PowerPoint skills, experience of using design programmes would be an advantage e.g. In-Design etc.
- Confident to take ownership of assigned projects and work independently.
- Can-do approach to challenging tasks and ability to problem solve.
- Team player and willingness to 'pitch-in' to get the job done.

Mobility requirements

- 70% based in Switzerland
- 30% travelling to Proman offices in Europe, the US and Trinidad

If you are interested in this career opportunity, please send us your complete application to Ms Yeliz Gürel, HR Business Partner by email yeliz.guerel@proman.org

About Proman

Founded in 1984, Proman started as a PROject MANagement company specialized in the construction of large industrial projects. Today we are a global leader in natural gas derived products and services.

Headquartered in Switzerland, we are a multi-asset, multi-regional diversified energy producer with methanol and fertilizer production facilities in Trinidad and Tobago, the United States and Oman and we are currently expanding into Mexico.

Proman is also a significant services business, with extensive experience in engineering, plant operations, petrochemical and power plant construction, product marketing and logistics, project management and project development.