Human Resources Communications Consultant
Position is located near Philadelphia in a global pharmaceutical firm.

Primary Responsibilities:
Responsible for overall communications support to the HR Communications function. Provides project management, content development, writing, editing, graphics, web posting and logistical support in the implementation of HR communications plans developed for HR projects and annual processes.

Education required:
Bachelor’s degree in communications, business administration, liberal arts or related field. Master’s degree desirable.

Experience required:

- 5-7 years experience in communications, web design, publication design or related field—preferably in the pharmaceutical industry and in the Human Resources function
- Writing and editing skills: ability to explain a situation or a concept clearly in writing for the web or a printed publication
- Speaking and writing Spanish language skills
- Proofreading: ability to ensure copy meets standards, is spelled correctly and is appropriate
- Layout and design: ability to create PowerPoint presentations and other vehicles using Quark or other desktop publishing software
- Initiative: ability to anticipate potential problems and proactively develop solutions
- Ability to track and project manage communication projects and processes
- Ability to prioritize work, and work on more than one task at a time
- Interpersonal skills and relationship building: ability to build and maintain relationships with stakeholders at all levels and functions in the HR organization, IS and Corporate Communications

Contact:

Susan Ellis
SGE Executive Search
SusanGEllis@comcast.net