

United States Jobs Expertini®

Entry Level Communications

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Company: Smart Solutions Inc

Location: Indianapolis

Category: other-general

Description As an Entry-Level Communications Specialist, you will be responsible for managing corporate communication strategies, organizing events, nurturing relationships, and collaborating with marketing professionals to create compelling content. Strong communication and organizational skills are key for success in this role. Responsibilities: Develop and execute corporate communication strategies to enhance the company's image. Manage both internal and external communication channels effectively. Plan and coordinate events, including press conferences and initiatives. Build and maintain relationships with advocates and key stakeholders. Collaborate with the marketing team to craft engaging copy for various media. Assist in resolving disputes with the public or external vendors. Aid in communicating strategies or messages from senior leadership.

Requirements: Understanding of project management principles. Exceptional oral and written communication and presentation skills. Outstanding organizational and planning abilities.

Benefits: Competitive pay with bonus incentives. Opportunity to thrive in an ethnically diverse and positive work environment. Hands-on, paid training for professional growth. Guaranteed opportunities for career advancement. No prior experience necessary; we welcome applicants looking for a career change. Full training will be provided to support your career goals.

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