

Employee & Customer Communications Coordinator

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Company: Cornerstone OnDemand

Location: Poland

Category: arts-design-entertainment-sports-and-media

We're looking for a

Employee & Customer Communications Coordinator

This role is Remote

The Employee and Customer Communications Coordinator will support the overall global employee and customer communication strategy as part of the Corporate Marketing team.

The ideal candidate is a clear and persuasive communicator with intellectual curiosity and a positive attitude, preferably with communications experience either in-house or at an agency. Candidates should have the ability to anticipate roadblocks and solve problems to keep initiatives moving forward.

In this role you will...

Help write, edit, review, and ensure consistency of messaging across all employee and customer platforms including intranet, newsletters, emails, all hands, etc. Review and edit communications prior to dissemination to ensure accuracy, clarity, and tone of voice.

Assist team in developing and implementing a communications strategy designed to further Cornerstone's company objectives.

Enhance existing processes and develop regular feedback channels to promote cross communication and ensure that messages are being delivered in a consistent and timely manner.

Monitor analytics and create reports detailing the successes and failures of communications

campaigns and strategies.

Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices.

Respond to employee and customer inquiries in a timely fashion.

You have what it takes if you have...

Bachelor's degree, 4-year university or equivalent work experience.

1-3 years of experience in communications or marketing role (internal communications, public relations or journalism experience a plus but not required).

Outstanding communicator with strong presentation, written and oral communications skills.

An analytical mind and ability to think critically.

Ability to work in a time-sensitive and high-volume work environment.

Proficiency in the use of Microsoft Office tools (Word, Excel, PowerPoint, and SharePoint) required.

Fluent in English (speaking and writing)

Are able to Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment

Have consideration for privacy and security obligations

Total Rewards:

At Cornerstone, our transparent total rewards program is based on three core tenets: equitable pay, market dynamic research, and skill-based appraisal.

In Poland, The base salary range for this position is: 65400 - 104600 PLN. If you work outside of Poland, the salary range may be different and will be applicable to your country, currency and market.

In addition to competitive base pay, the compensation package for this role may include other incentives like bonus or commission, along with a generous benefits package.

Where an individual's pay falls within the range is determined by factors including, but not limited to, job-related skills, experience, and relevant education or training.

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Cross References and Citations:

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