



## Communications Manager

**Job Overview:** Responsible for the development and implementation of internal and external communication strategies to ensure consistent messaging that continuously enhances the company's reputation. You will join a fast-paced environment where communication has become a focus area in our daily activities as we aim to communicate efficiently cross-departmental, as well as to retailers and the public.

### Responsibilities:

- **Strategic Communication Management:**

Align and implement communications strategies with the business strategy. Create customized communication plans for relevant mediums, policies, and practices. Maintain communication platforms, collaborate with internal stakeholders, and conduct research to assess strategy progress.

- **External Communication:**

Manage press conferences and/or media events, draft press releases, speeches and correspondence and act as spokesperson during crisis management and develop crisis communication plans. Liaise with the media and create press kits. Develop and manage the communications calendar.

- **Internal Communication:**

Drive the internal communications strategy to create consistency and relevance for employees. Assist Senior Management to effectively communicate relevant information to the company through various platforms. Develop engaging campaigns and content to achieve internal communication goals.

Improve on existing communication processes and practices to ensure efficiency, alignment, and overall effectiveness of corporate communication. Work closely with the Human Resources Department to ensure that company policies are creatively communicated to all staff. Enhance communication across facilities and manage internal crisis communication.

- **Retailer Communication:**

Collaborate with relevant management to develop and implement communication plans tailored towards retailers. Manage and maintain retailer communication platforms and promote the Montego Retailer Academy. Develop and create relevant corporate messages/notices for retailers and create sales-focused communication to assist the sales team.

- **Customer Service:**

Ensure excellent customer service and that all relevant communications platforms are utilised, reviewed, and maintained.

- **Administration:**

Recommend budget requirements and monitor expenses against the budget. Manage issuance of purchase orders on the ERP system. Reconcile travel and other expenses for payment processing.

- **People Management:**

Manage attendance and performance of direct reports. Offer guidance, support, and if required take appropriate disciplinary action. Provide growth opportunities through on-the-job training and feedback. Participate in new team member selection and appointment. Conduct regular meetings and approve leave.

### Requirements:

- Bachelor's degree in communications, Public Relations, Marketing Management (NQF Level 7)
- Valid Driver's Licence;
- 6 - 8 years of proven experience in public relations, corporate communications (internal and external) and media liaison;
- 2 - 3 years of proven management experience;
- In depth understanding of communication practices and strategy development and best writing and messaging practices;
- Understanding of business strategy;
- Knowledge of crisis management protocols;
- Eligible to travel nationally, without restrictions.

**The closing date for applications will be on Wednesday, 17 January 2024 at 17:00.**

Should you meet the requirements for this position, please apply with your CV and a cover letter to [vacancies@montego.co.za](mailto:vacancies@montego.co.za). Email subject: **CM001**

\*Only short-listed candidates will be contacted. We reserve the right not to appoint if no suitable candidates are identified. This job may be removed before it expires. If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.

**For more information about Montego Pet Nutrition please visit [montego.co.za](http://montego.co.za)**