



Communications Assistant Internal Communications

Henley on Thames

This role offers the opportunity to become an integral part of the Internal Communications team within an established, financial services provider in the UK and one of world's leading global asset managers.

The successful applicant would be working at the heart of the organisation as part of a global team, supporting a dynamic, digital media based department, helping to coordinate all aspects of production and day-to-day communication activities.

This is an excellent opportunity for a high calibre individual to gain experience of best practice internal communications strategy and planning in a global change environment. The team is small and so the nature of work would be varied, with an opportunity to build relationships with people from many different areas of the business.

Primarily supporting the UK business, but also opportunities to develop experience of working with different cultures around the world such as the US, Continental Europe and India.

Key Responsibilities:

- Being the primary point of contact for internal communication matters in Henley. This involves building a good network of contacts to help ensure a continuous flow of feedback and information between the internal communication team and the IP business in Henley.
- Take responsibility for coordination, inputting and production of web based communications channels, including newsletters, intranet and email messages. This includes the local intranet homepage, Managers' Monthly, Newslink and the Point.
- Timely and accurate production of Word documents and complex Powerpoint presentations. Demonstrate flair and ability in producing presentation materials.
- Provide general support to the Internal Communications team. This will include assisting with general administration, managing diaries and meeting requests.
- Responsibility for Answerpoint. This involves drafting answers, contacting the appropriate people in the business to provide answers and posting them on the Answerpoint Intranet page.

Experience, Knowledge and Skills required for the role:

- Would typically be a graduate with a degree in the arts, languages, media or any subject involving large volumes of writing, with an interest in communications.
- Good writing skills with an appreciation of writing for different audiences and the ability to structure and craft a message.
- Proven administrative and creative design experience, ideally with experience of producing written work in a corporate environment.
- Excellent knowledge of Microsoft Office packages, particularly Word, Excel and Powerpoint
- Ideally, some knowledge of relevant photographic media packages
- Knowledge of Sharepoint designer would be helpful and if not a willingness to learn it.
- Good educational background.
- Strong attention to detail is essential.

Your next step?

Email your full CV and covering letter (including salary expectations) to:
Madhu_vidyarthi@invescoperpetual.co.uk

Or alternatively, post your application to:
Madhu Vidyarthi
HR Department,
Invesco UK Limited
30 Finsbury Square,
London EC2A 1AG
UK

Closing date for applications:
20 May 2011

No agencies please

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www.invescorealestate.co.uk

- Good organisational skills in order to prioritise tasks and meet appropriate deadlines
- This role would suit someone who is confident and enjoys dealing with people, having face-to-face meetings and picking up the phone.
- Ability to network at all levels of the organisation.
- Able to liaise effectively with external providers and all relevant internal departments, especially in the UK, to understand their needs, gather appropriate material and offer advice and ideas
- Ability to work on own initiative
- Able to influence individuals and teams to assist in achieving optimum production of materials
- Flexible attitude to assist other team members
- This would be an ideal role for someone seeking to develop a role in Internal or Corporate communications and who has a keen interest in business strategy and the inner workings of a successful business.