

**Job Title:**

Communications Manager

Meggitt is a global engineering group specializing in extreme environment products and smart sub-systems for aerospace, defense and energy markets. We employ over 11,000 people across manufacturing facilities in Asia, Europe, North America, with regional bases in India and the Middle East.

**Job Designation:**

The CSS Communications Manager is a CSS Group role reporting into the CSS President, working out of CSS's UK main office in Coventry.

He / she supports the CSS senior management team in ensuring regular, consistent and effective communication relating to CSS service offering, performance and organisational development to all relevant internal and external stakeholders including employees, customers, investors and the Group Executive Committee. Key objectives are to keep all stakeholders informed of CSS's services, development plans, performance to plan and changes affecting them through CSS's rapidly evolving organisation and processes, creating and maintaining a CSS image in line with CSS's core value set of open cooperation, team spirit and entrepreneurial customer-centric performance focus.

The communications manager shall be able to build communications concepts and contents with a high degree of autonomy through a good personal understanding of the CSS organisation, its development, its objectives and performance through regular interaction with CSS leadership and other key Meggitt managers.

The CSS communications manager will liaise with the Group Communications Director to ensure alignment of CSS communications with Meggitt Group CI and communications.

**Job Core Responsibilities**

1. Prepare, in close collaboration with CSS leadership team, regular and specific communications to external stakeholders (investor presentations, board presentations, customer communications...) and manage their distribution.
2. Prepare and issue a regular CSS newsletter as well as case-by-case communications to relevant CSS and other Meggitt internal stakeholders.
3. Manage the communication and cooperation related contents of the CSS pages of the Meggitt intranet.
4. Manage image and contents of the CSS internet web site, ensuring up to date and relevant information.
5. Develop electronic marketing capability.

**Supervisory Responsibility**

This position does not have any supervisory or direct reports

**Travel and/or Driving Requirements**

- Travel and Driving are essential duties and function of this job
- Travel up to 30%

**Minimum Qualifications**

Education Level: **(Required):** Bachelor's Degree **or** equivalent experience  
**(Preferred):** Master's Degree **or** equivalent experience

Experience in in internal and external stakeholder communications management in a multi-national, multi-cultural high tech corporation with a strong service focus.

**Skills, Knowledge and Abilities**

- Degree in Marketing and Communications at a Bachelor or Master level.
- Excellent verbal and written communication and authoring skills in English and French.
- Advanced Microsoft PowerPoint and SharePoint skills. Good knowledge of the possibilities of modern web design and management tools.
- Organised with good management skills in a rapidly changing environment, stress resistant.

- Ability to think creatively, highly-driven and self-motivated.
- Team player, at ease both in face to face and remote communication and cooperation.
- Demonstrated ability to roll up sleeves and work with team members in a hands-on management and working capacity.