



## JOB SUMMARY

As a key member of the Change Management resource group, the Communications Specialist for Shared Services coordinates company-wide shared services internal communication. The individual will be engaged in communication projects for all Shared Services activities included, but not limited to, designing and disseminating manager scripts, memos and employee news articles.

## PRINCIPLE DUTIES AND RESPONSIBILITIES

- Participates in the development and deployment of the communications strategy for SPX Shared Services;
- Performs a variety of tasks including; concept creation, writing, proofreading, editing, and publishing to different mediums and distribution coordination;
- Enables employees and managers to move through the stages of change through proactive, timely, meaningful communications to individuals and stakeholder groups worldwide, maintaining a consistent message across business lines and functions to reinforce a consistent Shared Services image and culture;
- Provides guidance on the communication aspects of change management;
- Assists with media relations as needed and be member of “on call” media response team;
- Serves as liaison with outside consultants and vendors as they relate to employee communication projects;
- Evaluates and measures the success of communication strategies regarding effectiveness and employee reaction in order to recommend adjustments and best practices;
- Plays key role in ensuring Shared Services communications comply with laws, regulations, and business strategies;
- Works closely with the Global and European Shared Services teams, Human Resources, corporate communications and employees to identify specific communication opportunities and needs;
- Team member supporting corporate communication initiatives; and
- All duties as directed or modified

## KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and verbal communication skills;
- Highly detail oriented;
- Able to work in a team-oriented environment that is fast paced and demanding;
- Self-directed and have excellent initiative and organizational skills;
- Must be able to develop company business knowledge quickly to enhance communications;
- Exhibit a strong ability to handle multiple demands with a sense of urgency, drive and energy;
- Works well under stress with the ability to deliver high quality work on time.

## EDUCATION AND EXPERIENCE

### Required Education / Experience

- Ability to demonstrates exceptional writing skills through a variety of internal communication projects
- Bachelor's degree in Communications/Marketing, or a related field
- 7-10 years of Employee Communications, Public Relations, or related experience

### **Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **Preferred Education / Experience**

- Global Corporate employee communications programs experience
- Accreditation in Public Relations (APR) a plus and/or other communications certifications

### **APPLY**

To apply for this position, visit <http://www.spx.com/en/careers-and-employment/career-search/search-and-apply.aspx>