# Job Description

Job Title: Corporate Communications Specialist

Contract Type (Perm/Contract/Temp): Contract

Reports to: Head of Marketing

Location: London

**About Us:**

Tungsten Network (LSE: TUNG) aims to be the world’s most trusted business transaction network by using data intelligently to strengthen the global supply chain.

Tungsten Network is a secure business transaction network that brings businesses and their suppliers closer together with unique technology that revolutionises invoice processing maximises efficiency and improves cash flow. Delivering the foundation for world-class invoicing processing, the network also provides users with real-time spend analysis and offers suppliers access to invoice financing through Tungsten Network Finance, a form of alternative finance for businesses.

**Job Summary**

We are looking for a Corporate Communications Specialist to join our marketing team in London. This person will be responsible for ideating and creating engaging content that communicates Tungsten Network’s value and vision, and helps drive brand awareness to Tungsten employees and existing customers.

You will be an in-house journalist and storyteller who builds relationships across company functions - from Product to Customer Success and everyone in between - in order to discover compelling stories that fit into an overall company narrative and marketing strategy. You will transform these stories into engaging content assets, working with our Head of Marketing and freelance design team members to bring to life and distribute.

You will promote a positive public image and control the dissemination of information on Tungsten’s behalf. Working closely with the Content Marketing Specialist, you will ensure our internal communication messages and external communications are aligned.

**Responsibilities:**

* Working together with the Head of Marketing and Executive team, establish an internal communications strategy
* Ensure organizational initatives and projects are successfully communicated to employees and stakeholders
* Manage internal communication tools, such as Yammer, Intranet, and Microsoft Teams
* Manage Tungsten Network’s profiles on online review platforms including Employee and Product review sites (I.e. Glassdoor, G2, Trustpilot, etc.)
* Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, Yammer, and newsletters. You may also be required to work on the layout of content.
* Handle the internal communication response to crisis situations which affect organizational perception and reputation
* Draft messages or scripts from senior executives for presentation to employees in written or spoken form
* Ensure internal communications messages are consistent across all mediums and for different departments of the organisation
* Support the Chief Financial Officer on investor relations initiatives
* Other duties and special projects as assigned

Key Attributes/skills we are looking for:

* Degree in Communications, Public Relations or relevant field
* Experience in Corporate Communications with a passion for stepping up
* Excellent editorial and copywriting abilities, including long form and short form content
* Highly organized, able to prioritize and multi-task in a fast-paced environment
* Bonus: experience writing content for business, finance, technology sector