



**Job Title: Communications Executive**

**Reporting To: Internal Communication Manager and Head of Public Relations**

**Duration: 1 year**

**Location: Eastpoint Business Park, Dublin**

### About Virgin Media:

Virgin Media is known for challenging the status quo – taking on industry giants, championing people and delivering extraordinary products and services.

We help create a digital world that makes good things happen; for our customers and the communities in which we operate. Our multi award-winning services: broadband, TV, mobile and home phone connect thousands of people across Ireland. But we're not finished, we're extending our network reach so that more communities can enjoy the benefits of the fastest widely available broadband speeds in the market.

Virgin Media acquired TV3 and UTV Ireland which now operate under the TV3 Group. As Ireland's number one commercial broadcaster, TV3 operates three free-to-air channels - TV3, 3e and Be3.

Through Virgin Media Business, we support entrepreneurs, businesses and the public sector, delivering the fastest speeds and tailor-made services.

Virgin Media is part of Liberty Global, the world's largest international cable company, with operations in more than 30 countries.

### About the Role:

A great opportunity to join the iconic Virgin brand in the newly created role of Communications Executive. The role will provide support for all internal and external Communication activities, assisting the Head of Public Relations and Internal Communications Manager on daily basis.

### Some Responsibilities

- Assisting in the planning and delivery of highly successful Internal and External Communications campaigns.
- Contributing to drafting, editing, and issuing compelling communications.
- Operating a number of different Content Management Systems across various communications platforms.
- Creating compelling content in various Content Management Systems
- Media monitoring and distributing reports.

- Event management for various internal communications and engagement activities and events.
- Undertaking research and generating story ideas and angles to assist with Communications Team Activities.
- Possible travel may be required.

### The Person:

- Exceptional written and verbal communication skills.
- Ability to communicate clearly and transfer complex information in a concise and clear form.
- Ability to prioritise and plan effectively.
- Strong attention to detail.
- Excellent interpersonal skills.
- Motivated to excel in a fast-paced environment and ability to work under high pressure.
- Strong project management skills.
- Ability to maintain a high level of social, organisational and professional standards in job-related activities
- Enthusiastic team player who is also able to demonstrate initiative and work autonomously.
- Results-driven, proactive and highly motivated.
- Knowledge of Social Media and proficiency in MS Office, ideally with some knowledge of Photoshop.

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension, and, of course, discounts on our fantastic mobile, broadband and cable.

Ready to TURN IT ON? Apply <https://virg.in/VMIEgrads>

Closing date for the graduate applications is 31<sup>st</sup> January 2018!

Not your ideal job? Visit our career page to view all of our other open vacancies; <http://www.virginmedia.ie/careers>

Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.