Internal Communication Executive

**Location:** Pune

# Job Description

Internal Communication Executive

Pune

About the role:

We are seeking a dynamic and creative Internal Communication Executive to join our team. This role will be pivotal in fostering a strong internal culture and enhancing our external brand perception through engaging content and effective communication strategies. The ideal candidate will be a passionate storyteller with a knack for creating compelling content for various platforms, particularly LinkedIn. You will play a crucial role in showcasing "Life at Calfus” to our employees and clients, strengthening our brand presence and fostering a sense of community.

About the role:

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What You’ll Do:

1) Communication Content Creation:

Develop and create engaging and impactul communication for internal and external communication channels, including LinkedIn, company intranet, newsletters, company website and email communications.

Produce creative posts for LinkedIn, showcasing "Life at Calfus” highlighting employee achievements, company events, and culture.

Utilize UX tools to design visually appealing graphics and multimedia content for social media and internal platforms.

Write and edit clear, concise, and compelling copy for various communication materials such as:

o Key messages

o Leadership talking points

o Targeted emails

o Articles and content

o Video scripts

o FAQs

3) Internal Communication:

Support the development and implementation of internal communication strategies to ensure effective information flow within the organization.

Assist in organizing and promoting internal events and initiatives.

Develop programs to foster two-way communication and ensure employees feel heard and valued.

4) Collaboration:

Work closely with various departments to gather information and create relevant content.

Participate in the marketing efforts and align internal and external communication.

Maintain a communication calendar to schedule and organize content.

On your first day, we'll expect you to have:

Bachelor's degree in Mass Communication, Digital Marketing, or a related field.

0-2 years of experience in internal communications, content creation, or social media management.

Strong Communication Skills: Excellent written and verbal communication skills are essential.

Proficiency in social media platforms, particularly LinkedIn.

Experience with UX/graphic design tools like Canva, Adobe Ceative Suitxe, Figma is highly desirable.

Ability to create engaging and visually appealing content.

Strong organizational and time-management skills.

Ability to work independently and as part of a team.

Creative thinking and problem-solving skills.

A passion for storytelling and brand building.

We'd be super excited if you have:

Experience in video editing and production.

Knowledge of social media analytics and reporting.

Understanding of SEO principles.

Benefits:

At Calfus, we value our employees and offer a strong benefits package. This includes medical, group, and parental insurance, coupled with gratuity and provident fund options. Further, we support employee wellness and provide birthday leave as a valued benefit.

Calfus is an Equal Opportunity Employer:

We believe diversity drives innovation. We’re committed to creating an inclusive workplace where everyone—regardless of background, identity, or experience—has the opportunity to thrive. We welcome all applicants!