



careers@sedaa.net

Position Posting

It is a role that requires strategic planning and execution excellence, so a broad range of skills/capabilities. The following is a description of the role, but please let me know if you have any additional questions.

Location: San Jose, CA (not remote)

Length of Contract: September 2011 – May 2012 (9 months), with possibility of extension

Reports to Sr. Manager, Communications

Our client group is helping their organization become customer-driven in everything they do. Their global teams work together with their business partners, suppliers, and customers in the design, planning, ordering, sourcing, manufacturing, delivery, and support of their solutions, while maintaining a relentless focus on quality across all customer interactions. By balancing innovation with operational excellence, they are advancing their vision to provide their customers with an unrivaled end-to-end experience.

Job Description:

This position is responsible for program managing **internal and external communications** for a large-scale IT project called LSS. LSS is a defined set of standardized systems, IT applications and associated data and infrastructure that will deliver current and future state capabilities.

In this role the successful candidate will create and manage the communications strategy, including messaging, audience segmentation analysis, communications delivery calendar, presentation content development and presentation templates, and manage communication deliverables to varying audiences as a part of a cross functional Change Management Team consisting of Change Management, Communications and Training. The successful candidate must be able to both plan and execute on communication strategies and deliverables. This role requires a collaborative partnership across project tracks and change management teams.

Required skills:

- Superior communication skills
- Excellent program management skills
- MS proficiency: Word, Powerpoint, Excel
- Ability to meet tight deadlines in a networked organization
- Flexible and resilient problem solver with the ability to gain consensus among others and manage sensitive situations.
- Strong leadership, collaborative influence, negotiation skills build strong partnership
- Independent worker; flexible, resilient, takes initiative.



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Desired Experience:

- Communications lead on highly complex projects
- Understanding of Cisco tools
- Proven teamwork
- Supply chain experience a plus
- Large-scale IT project implementation experience a plus
- 4-5 years experience in high tech industry; 8-10 years of communications experience
- Bachelor's degree in communications, business, or related