

INTERNAL COMMUNICATION SPECIALIST (FOR GLOBAL HR)

We are looking for an experienced and enthusiastic **Internal Communications Specialist** to support the HR organization globally and manage HR and employee communications within the organization. Reporting to Global Marketing Communication Manager located in the US the Communications Specialist will be responsible for coordination and support of the internal employee engagement and communications strategy, and will work to reinforce our company culture of openness and transparency by developing and delivering appropriate and timely communication to our associates. You will work collaboratively as part of a team to develop, create, and implement communications aligning with HR and company goals.

About job:

- Collaborate as a part of the communications and HR team to create and implement employee communications that inform, inspire and engage employees around Littelfuse vision, strategy, values, and goals
- Work with HR leadership and business partners globally to develop plans to effectively communicate strategic objectives and initiatives globally
- Drive the Company's internal HR and employee communications strategy and leverage creativity to create compelling content; write, edit and publish company-wide internal email messages, intranet postings, stories and announcements to a diverse audience
- Develop messages, write and implement communications related to HR programs and processes, people policies, compensation and benefits, payroll, recruiting and onboarding, awards and recognition, corporate culture, training/learning & development, and employee engagement through a variety of channels including: webcasts, meetings, presentations, emails and the intranet
- Leverage employee feedback channels, monitor real-time feedback, analyze data, and make recommendations to continuously improve communications approach
- Establish and maintain collaborative relationships with key internal partners
- Take ownership in cooperation with the external vendors

About you:

- Bachelor's degree in Communications, Public Relations, or HR related field preferred, or equivalent combination of education or experience
- 3-5 years corporate and internal communication experience designing and implementing creative, comprehensive communication programs, utilizing a variety of methods
- Excellent written, verbal and visual communication skills with the ability to reach diverse audiences and communicate information in a positive and compelling way to achieve results
- Must have excellent organizational skills with the ability to quickly gather information and effectively communicate concise, detailed information verbally and in writing. Ability to take information and quickly convert it to compelling stories and messages
- Proven track record of identifying communication-improvement opportunities and acting to improve processes.
- Self-motivated, highly detailed-oriented, creative thinker and team player who enjoys working with a high performing team on high profile projects
- Demonstrated experience utilizing the MS Office suite to include Word, Excel and Outlook at least at an intermediate level
- Experience managing a corporate intranet is highly desirable
- Excellent communication and presentation skills, including the ability to interact with and influence key stakeholders at all levels of the organization with a variety of communication styles and perspective

We offer:

- The possibility to work in exciting and challenging industry.
- To develop you professionally and to expand your knowledge through cross-functional collaboration and training experiences.

Try on Littelfuse!

WE ARE WAITING FOR YOUR CV
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