

JOB DESCRIPTION

Executive – Corporate Communications

Department	Corporate Communications / Marketing
Reporting To	Manager / Head – Corporate Communications or Business Head
Location	Ahmedabad
Experience	2–5 Years Full Time
Company	NovoBliss Research Pvt Ltd

1. Role Objective

The Executive – Corporate Communications will support the development and execution of internal and external corporate communications, digital content, brand communication, client-facing materials, and company-wide communication initiatives. The role requires excellent written communication skills, strong attention to detail, and the ability to convert technical and business information into clear, professional, and engaging communication.

2. Key Responsibilities

Corporate Communication

- Draft and edit corporate emails, announcements, letters, newsletters, and official communications.
- Ensure consistency in corporate tone, language, terminology, and messaging.
- Prepare communication material for clients, partners, vendors, and other stakeholders.
- Maintain standard corporate communication templates.

Content & Digital Communication

- Develop content for LinkedIn and other corporate social media platforms.
- Prepare posts related to company achievements, services, publications, events, certifications, employee activities, and industry developments.
- Coordinate with designers for social media creatives, infographics, brochures, and other communication material.
- Support regular website content updates.

Corporate Branding

- Ensure appropriate use of company logo, brand guidelines, messaging, and corporate identity.
- Assist in preparing and updating company profiles, capability presentations, brochures, service profiles, case studies, corporate newsletters, and event materials.

Internal Communication

- Prepare employee announcements and internal communications.
- Support HR and management in communicating company initiatives, policies, events, and employee engagement activities.
- Maintain an organized repository of internal and external communication material.

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Management & Business Development Support

- Prepare presentations, briefing notes, company introductions, and talking points for senior management.
- Support the Business Development team with client presentations and corporate communication material.
- Assist in preparing communication for strategic partnerships, conferences, exhibitions, and business meetings.

Events & PR Support

- Support communication activities for conferences, exhibitions, seminars, and industry events.
- Coordinate with external agencies, media, designers, printers, and event vendors where required.
- Assist in preparing press releases and corporate announcements.

Content Coordination

- Collect information from Clinical Operations, Business Development, Medical Writing, HR, and other departments.
- Convert technical information into simple and professional corporate content.
- Proofread all external communication before publication.

3. Required Skills

- Excellent written and verbal English communication.
- Strong proofreading and editing skills.
- Good business writing and content development skills.
- Strong knowledge of MS Word, PowerPoint, and Excel.
- Working knowledge of Canva or similar design tools.
- Basic understanding of LinkedIn and social media content management.
- Good presentation and coordination skills.
- Ability to work with multiple departments and meet deadlines.
- Strong attention to detail.

4. Preferred Qualifications

- Bachelor's/master's degree in mass communication, Journalism, English, Marketing, Public Relations, Business Administration, or a related field.
- Experience in Pharmaceutical, CRO, Healthcare, Biotechnology, Medical Device, Nutraceutical, or other B2B organizations will be preferred.

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5. Key Performance Indicators (KPIs)

Area	KPI
Corporate Communication	Timely completion of assigned communication requirements.
Content & social media	Regularity and quality of LinkedIn/social media content.
Brand Management	Consistency with corporate branding and messaging.
Marketing Support	Timely development of brochures, presentations, newsletters, and corporate materials.
Internal Communication	Timely and accurate employee communication.
Events & PR	Effective communication support for conferences, events, and PR activities.
Quality	Accuracy, proofreading quality, and reduction of communication errors.
Stakeholder Support	Timely and professional support to management and internal departments.

6. Ideal Candidate Profile

The ideal candidate should be a strong writer and communicator with a professional corporate approach, capable of independently preparing day-to-day communication while coordinating effectively with senior management and different departments. Experience in a scientific, healthcare, pharmaceutical, CRO, or research environment will be an advantage, while strong corporate communication skills are essential.

7. Additional Advantage

- Understanding of CRO, clinical research, pharmaceutical, healthcare, or scientific terminology.
- Experience in B2B corporate communications.
- Ability to simplify technical information into client-friendly content.
- Experience coordinating with design, digital marketing, PR, or external communication agencies.