

# Communications Officer



## THE ROLE AND WHAT TO EXPECT

adi Group Services is recruiting an experienced Communications Officer. The full-time, permanent role will report to the Group CEO and resides within the Group Services department. The role will be based in the Group's head office in Kings Norton. Within this varied role, the successful candidate will contribute to the day-to-day development and execution of the internal and external communications strategy of the adi Group. They will also support the wider business and individual divisions within adi Group with communications expertise. We are a team dedicated to constant improvement and need a passionate individual who demands the best from themselves.

## WHAT YOU WILL NEED TO SUCCEED

- Possess a relevant degree or professional qualification in journalism, communications, marketing or PR.
- Excellent written and oral communication skills with the ability to communicate effectively with a range of individuals at all levels across the organisation.
- Attention to detail, ability to proof-read and edit information for a range of internal and external communications channels.
- Proficient and familiar with digital marketing tools such as Google Analytics, MailChimp, Wordpress and CMS systems.
- Analytical skills with proven ability to interpret data.
- Working knowledge of all major social media platforms.
- Strong organisational skills and ability to deliver projects on time including prioritisation of personal workload.
- Effective and committed team player with ability to work successfully with others.
- Good interpersonal and influencing skills with a track-record of forming positive and successful working relationships.
- Excellent IT skills including the ability to use the Microsoft Office Suite (Excel, Powerpoint, Word, etc).

## ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

## HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: [www.aditd.co.uk](http://www.aditd.co.uk) or email your CV to [recruitment@aditd.co.uk](mailto:recruitment@aditd.co.uk)

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.