

## Client Communications Manager

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Company: Thinking Search Ltd

Location: Birmingham

Category: legal

An excellent opportunity to join a leading law firm in a newly created team supporting global clients with external communications. You will ideally have experience working in the legal or professional services industry and have proven experience in managing a team. The role requires good project coordination skills and excellent written communication skills. This is a 10 month FTC maternity cover and hybrid working is available, office is in Birmingham City Centre.

### Responsibilities

- \* Strategy implementation and process improvement
- \* Collaborate with multiple functions and stakeholders to collate and produce content for external clients.
- \* Lead and coach a team of 2 coordinators
- \* Build strong relationships with key business stakeholders globally
- \* Workflow planning, delegation and tracking

### Candidate Requirements

\* Excellent communication skills

\* Excellent content copywriting, proofing and information collation skills

\* Ideally experience in either professional services, legal, accounting or financial services

\* Proven people line management experience

The role is hybrid, working 3 days in the Birmingham office and 2 days remote. Salary is up to £75,000 and paid pro rata – this is a 10 month maternity cover FTC.

This is a fantastic opportunity to join the firm on an exciting new initiative, the business has performed very well over the past few years. A professional but friendly culture with a very strong employee retention rate.

Please attach an MS Word version of your CV. Please note that if you do not hear back within one week, please assume you have been unsuccessful. Unfortunately due to the high volume of applications, we cannot provide individual feedback.

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