



JOB OPPORTUNITY EXISTS IN THE GLOBAL LEGAL DEPARTMENT OF BACARDI LIMITED FOR A

Corporate Affairs Director

The Director Global Corporate Affairs is a key player in supporting the VP, Corporate Secretary and Shareholder Relations in all matters pertaining to Corporate Affairs and Shareholder Communications. They will be instrumental in the preparation of AGM materials and Annual Reports, as well as other aspects of communications to the Board and Shareholders of the company. The individual also functions as the key PR and Market event lead for the Bermuda office/market, working to support the Bermuda Managing Director. The Director, Global Corporate Affairs has a highly visible role in which attention to detail, business acumen and interpersonal relations are imperative.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Manage the production of the Bacardi Limited Annual Report, including theme creative, appropriate messaging, writing, editing, printing, liaise with graphic design team, and ensure correct distribution to relevant parties. Collaborate with PR and brand teams for content and material for the report.
- Manage the production of the Bacardi Limited Annual General Meeting (AGM), including producing video content and the creation of themed presentation templates, as well as coordinate the receipt of all management presentations and brand videos and version control during editing process. Manage the meeting including oversight on the production team, all aspects of the meeting space and activity, and liaise with coordinators for the overall event to ensure consistency of messaging and excellency in execution.
- Produce specific communications for the Board of Directors and Shareholders of the Company, such as the production of animated Christmas Card including creating theme and relevant messaging, and product gifting informational content.
- Manage, coordinate and liaise with a variety of functional areas to execute with excellence internal events, staff activity, HR initiatives, staff brand advocacy training, staff information meetings, and all ad hoc brand events. All aspects of execution including strategic vision, leverage messaging throughout organization, coordination and planning, sequence of events, preparing speeches for the events, communications internal and external, and post event social activation and social media amplification. Events include all local initiatives as well as Global initiatives such as Founders' Day, Corporate Responsibility week, and Back to the Bar initiatives.
- Keep Primos fully engaged about activity, events, and information through a variety of medium.
- Oversight and preparation of all internal communications using a variety of medium and including written, spoken, visual and social media. Responsible for managing and keep updated the Bermuda office intranet as communications vehicle, as well as the office-wide monitors. Responsible for creatively producing all bulletins and posters. Responsible for providing visual and verbal information to staff during staff meetings.
- Manage and produce local Bermuda Corporate PR initiatives and communications externally via advertising and advertorials including HR and Community Giving, as well as all external sponsorships, external facing events and all press releases for the local company. Responsibility for updating the company PR video posted on the Bermuda Channel yearly. Responsible for oversight on correct legal usage by outside entities of Bacardi Limited and brands logos.
- Liaise with the Bacardi Brands Ambassador for Bermuda on events and activity impacting external company public relations as well as internal teams and functions. Including responsibility for staff brand advocacy initiatives on the digital DiMelo app and MyBar advocacy program.
- As a member of the Donations Committee with a remit to ensure funds distributed effectively, ensure staff engagement, and to provide all PR and communications for the donations made by Bacardi International Limited.
- Provide all event, communications, meetings work and other actions to global teams looking for support on the ground for meetings, conferences, CEO webcasts and all manner of adhoc activity activated in Bermuda.
- Prepare annual budgets and budget analysis for functional entity lines reporting into the office of the Managing Director. Coordinate local Bermuda Corporate Affairs initiatives and communications.

CRITICAL EXPERIENCES FOR SUCCESS:

To be successful in this role you will have/be:

- University degree in Business, Corporate Affairs or related
- Five to ten years' experience in Corporate Affairs with a large company with an international presence.
- Two to five years' experience in a management position
- Exceptional business acumen and ability to work collaboratively is a must
- Proven ability to think strategically, understand the big picture, but not be afraid to get their hands dirty and approach projects in a collaborative manner
- Ability to work independently with strong organizational skills and eye for detail
- Ability to speak with regional /global functions directly to elicit information and synthesise it into reports and presentations
- Must be excellent public speaker, writer and editor, and have visual design flair. Must be creative and have ability to impart information in an engaging and creative manner. Must be hands on in terms of producing creative internal posters and bulletins and other messaging mediums.
- An interest in and experience with the latest communication mediums and trends. Strength in Social Media required
- Experience managing high-profile communications and meetings a must
- Familiarity with consumer goods products, trading, markets and companies world-wide helpful
- Excellent budget creation, management and analysis skills
- Excellent skills using Word, PowerPoint and Excel

THE FOLLOWING EXPERIENCES ARE PREFERRED:

- A great passion for what they do, and a desire to engage others around that passion
- Agility, flexibility and ability to creatively find interesting and unique solutions for activities, events and communications
- Ability to respond quickly to changing conditions and adapt to situations of ambiguity
- Great creativity and visual imagination
- Highly organized
- Great collaborator with individuals and with teams
- Ability to connect and leverage all aspects of a situation with other relevant opportunities
- Desire to continually improve
- Connectivity with the community in some capacity to leverage contacts

Bacardi Limited offers a competitive salary, a comprehensive benefits package and the opportunity to work in a diverse multinational company. Applications must include a detailed resume, together with two written professional references, submitted under confidential cover to:

Director of Human Resources
anrogers@bacardi.com
Bacardi International Limited
Telephone: (441) 298-1060

To apply online click here <https://careers.bacardilimited.com/careers/JobDetail/Director-of-Global-Corporate-Affairs/3009>



The closing date for receipt of applications is Friday, April 3rd, 2020

Bacardi Limited is an Equal Opportunity Employer
"ENJOY OUR GOOD TASTE WITH YOUR GOOD JUDGMENT"