
Communication Analyst (posted 1/21/2010)

Location: Bloomington, Illinois **Position Type:** Full-Time Employee

Description of Duties: The responsibilities include but not limited to editorial expertise, superior writing and verbal communication skills. In this varied role you will support public relations functions, website and print media. With an emphasis on educational development, you will be involved with corporate professionalism by assisting with preparation, delivery and critiquing oral presentations and written reports.

Work Experience Required: 5+ years

Special Skills Required: Exceptional professionalism, grammar, style, clarity and technical accuracy. Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes. Knowledge of design software programs essential. Proficiency in Microsoft applications a must.

Education Required: College degree in marketing, communications and public affairs.

To Apply: Send resume to HRresumes@pinnacleactuaries.com.
