

*IKEA of Sweden, or IoS, is responsible for developing the IKEA range and making it available to stores and customers all over the world. IoS is based in Älmhult – the heart of IKEA and the centre of IKEA range development. Expressed in terms of IKEAs three main processes, IoS leads the processes Creating the Home Furnishings Offer and Supplying. IoS also takes part in the third main process, called Communicating & Selling, which is lead by Retail.*

# We have a certain way of doing things. Hopefully you do too.

## **Internal Communication Responsible IKEA of Sweden, Älmhult**

As **Internal Communication Responsible** your assignment is to ensure an efficient and receiver oriented information flow for one or more Home Furnishing Businesses. You will secure that IKEA co-workers in all three main processes have the information and understanding they need about business priorities, range and products, to be able to take relevant decisions for their part of the totality.

A few of your main responsibilities will be to;

- Secure the internal communication aspect in the Home Furnishing Business Plan process from creating to implementation
- Develop internal communication plan on Home Furnishing Business Level, based on our internal communication strategy and overall action plan
- Support the business leaders and managers to plan the most efficient and appropriate internal communication
- Lead the internal communication flow from your Home Furnishing Business area to all defined target groups (e.g. Supply Chain, Retail and internally within IKEA of Sweden)
- Maintain and secure the IKEA brand internally (visual and brand values).

You are a member of the Commercial team, reporting to the Commercial Manager, working together with the Sales Responsible, Range Communicator, Product Communicator and Communication Support.

### **Is this the challenge for you?**

To be successful in the role you need to have a business understanding and thorough knowledge and experience in strategic information work. You know the importance of knowing the target groups and their information need. We want you to have experience in doing layouts, working with pictures, editing and producing/publishing content for intranet/internet. And off course, you speak and write English fluently.

You have passion for information and the business. You are a highly skilled communicator who can interact and collaborate easily with diverse people in different situations and influence them. You are driven, analytical and structured. You are extrovert and have a collaborative approach. Finally, you appreciate simplicity and straight-forwardness.

You will work in an environment where your ideas are heard, where there is opportunity to learn new skills and where the goal always is "to create a better everyday life for the many people". IKEA of Sweden offers down-to-earth, straightforward people the possibility to grow, both as individuals and in their professional roles. Together we are strongly committed to creating a better everyday life for ourselves and our customers.

**We look forward to your application!**

If you have questions about the jobs, feel free to contact Lisa Trulsson +46 476 58 78 70.  
For questions about the recruitment process please contact IKEA HR Service Centre +46  
0476-58 75 00.

Apply at [www.ikea.se/jobb](http://www.ikea.se/jobb) or click at the link below:

[http://jobs.brassring.com/1053/ASP/TG/cim\\_jobdetail.asp?partnerid=13900&siteid=5007&AReq=93565BR](http://jobs.brassring.com/1053/ASP/TG/cim_jobdetail.asp?partnerid=13900&siteid=5007&AReq=93565BR)