

COMMUNICATIONS AND DIGITAL MARKETING ASSISTANT (CODE: EPE)

Closing date 13 December 2019
Starting date: ASAP

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 1,700 Chambers and their 20 million business members across its 44 members and all sectors of the economy (for more information: www.eurochambres.eu).

Within its corporate activities, EUROCHAMBRES will organize in 2020 its European Parliament of Enterprises event in Brussels. The European Parliament of Enterprises (EPE) is an event for European corporations, organized once every two years to bring businesses and institutions face-to-face for one day so as to enhance mutual understanding. The EPE represents a unique opportunity for businesses to have a direct debate with high European representatives and to provide them with a direct bottom-up feedback on EU policy related issues.

To support the staff involved in the EPE event organization, EUROCHAMBRES is currently seeking to recruit a **full-time (m/f) COMMUNICATIONS AND DIGITAL MARKETING ASSISTANT** to join its dynamic, international team **until end of November 2020**.

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by **13 December 2019**.

Only preselected candidates will be contacted.

Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.

The communication and digital marketing assistant shall provide a broad range of communications support to EUROCHAMBRES staff including writing and editing, graphic design, photography, video editing, project planning, event marketing, event planning, and website management. Responsible for researching and generating ideas to develop high quality, creative materials that represents the EPE's brand appropriately.

Responsibilities:

- Develop the graphic material for screen and print (banners, roll-ups, diplomas, etc.).
- Keep contact with the communications suppliers.
- Check, follow-up, organize the filing and archiving of all visual material and related authorizations (from participants/suppliers etc)
- Contribute to the development of communication plans.
- Prepare corporate presentations and update the website.
- Prepare the material for the social media pages.
- Supports faculty and staff with marketing campaigns and social media activities aligning with the EPE/ECH communications plan.
- Assists dedicated staff in creating, tracking and maintaining repositories for events, marketing and communications.
- Prepares reports and presentations according to set requirements.

Requirements:

- Bachelor degree in graphic design, communications or a similar creative field.
- Excellent graphic design skills. Specifically, Adobe Creative Suite experience: InDesign, Photoshop, Illustrator, Premiere Pro.
- At least 6 months of experience in a similar role.
- Previous experience with website editors.
- Excellent command of written and oral English (native level). Knowledge of French is a plus.
- Excellent communication skills.
- Flexible approach, pro-active and able to focus on details.
- Good sense of priorities and time-management skills.
- Adaptability to new environments and interlocutors/institutional stakeholders. Stress resistant.
- Availability to work long hours (in case of need).

We offer:

- A challenging international work environment
- Experience in managing a high profile, multinational EU level initiative
- A competitive remuneration package
- A full-time contract until end of November 2020.

To apply, please send your CV and a short motivation letter outlining your relevant experience and suitability for the role, in English to job@eurochambres.eu by **13 December**, indicating ‘Communications and Digital Marketing Assistant’ in the subject line of your application.

Only pre-selected candidates will be contacted.

All costs incurred to apply for the vacancy and to attend the interview(s) are to be borne by candidates and will not be reimbursed.

You are under no statutory or contractual obligation to provide data to EUROCHAMBRES Aisbl during the recruitment process. However, if you do not provide the information or you do not give EUROCHAMBRES consent to process the data, we may not be able to process your application properly or at all.