

Project Manager

Tipik is a Brussels-based consultancy providing integrated communication & legal services to the EU institutions and other public organisations. We're looking for an experienced **Communications Project Manager** to deliver communication products and integrated campaigns for our EU clients.

Interested in European affairs? Eager to join a team of comms experts? This could be the job for you.

Role

You'll work with our expert team to conceptualize and implement innovative pan-European digital communication campaigns and high-quality products and services.

Responsibilities

As a project manager, you'll make an impact by:

- Driving digital communications projects Europe-wide
- Working with top-level clients in demanding and complex environments
- Leading teams of high-level communications experts.
- Bringing ambitious solutions
- Realizing key performance results

Your key responsibilities are:

- Developing technical and financial offers for communication services, products and campaigns.
- driving projects end-to-end. This includes project planning, implementation of project requirements, quality control of deliverables, financial and technical follow-up and reporting, managing relations with contractors as well as coordination of team members
- representing the company with contractors, suppliers, departments, and other parties as required.
- acting as our point of contact with EU clients to ensure a smooth communication on project implementation and represent their needs inside the agency.

Requirements & Skills

- Proven experience in delivering high-impact integrated communication campaigns.
- Creative, flexible and solution-oriented attitude.
- Attention to detail while keeping an eye on the big picture.
- Proficiency in Microsoft Office, especially Excel.
- Excellent organisational skills and the ability to prioritise a busy and varied workload.
- Excellent English (written & spoken).
- Ability to work as part of a team or independently.
- Interest for the Public European Sector

What we offer

- A collaborative culture based on trust and honesty.
- A great team spirit and an environment that gives staff the opportunity to take initiatives.
- A flexible work environment for a healthy work-life balance.

- A competitive salary package

How to apply

Please apply on [LinkedIn](#) before 23rd December 2022.

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)).

We will only contact you if your application is shortlisted for an interview. Your application will be treated as strictly confidential in accordance with our data protection policy. It may only be shared with other entities from the Sword group in the European Union.

Please also note we will save your CV in our database for a maximum of 2 years so we can contact you again should an opportunity arise for you. If you would like us to erase your data, please let us know when applying by contacting jobs@tipik.eu.