

## Communication Project Manager

Tipik is a communication agency with headquarters in Brussels and offices in different EU countries. It provides integrated communication services to public institutions and international organisations, most notably the European Union institutions.

What does this mean?

We craft communication strategies, conceive and roll out large-scale communication campaigns through various communication channels such as social media platforms, or even on TV or out of home advertising, small or big events and much more! You might have already seen our work in newspapers, on TV, on social media channels or even when walking through the streets of your city.

Driven by a company philosophy based on strong human values and professional drive and excellence, we encourage initiatives and empower people to grow and develop their skills. When working with us, you'll make an impact by working with top-level clients in demanding and complex environments, and by collaborating with teams of high-level communication experts.

We're looking for an experienced **Communication Project Manager** to deliver communication products, high-level events and integrated campaigns for our EU clients.

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

### **Role**

You will be the driver of a project's success by undertaking the management of all components of a communication project respecting the scope, quality expected, time and budget, while aiming to ensure client satisfaction.

### **Responsibilities**

Your key responsibilities are:

- Acting as our single point of contact with EU clients to ensure smooth communication on project implementation, provide recommendations and represent their needs inside the agency.
- Driving projects end-to-end. This includes project planning of deliverables and resources, 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.
- Playing a key role in solution development in the tender preparation by either fully or partly taking on case studies/hypothetical scenarios and contributing to case study budgets.
- Other reasonable and normal duties associated with the Project Manager position.

## **Requirements & Skills**

### **Hard skills**

#### Must-haves

- Minimum 5 years of professional experience in delivering 360 communication services by overseeing end-to-end communication activities from the creation of communication strategies and creative concepts, to production of communication tools such as AV or print/digital publications and dissemination through various online and offline channels in an integrated (i.e. as a campaign) or standalone manner for the EU institutions.
- Experience in organising various types and sizes of events, including hybrid events.
- Proficiency in Microsoft Office, especially Excel.
- Excellent English (written & spoken).

#### Good-to-haves

- Master's degree or professional experience in EU policy topics and/or marketing and communication.

### **Soft skills**

- Excellent organisational skills and highly skilled in prioritising tasks and time management.
- Strong attention to detail while keeping an eye on the big picture.
- Critical thinking and problem-solving.
- Creative, flexible and solution-oriented attitude.
- Ability to work as part of a team or independently.

## **What we offer**

- A full-time long-term position.
- A collaborative culture based on trust, honesty and hard work.
- An environment that gives staff the opportunity to take initiatives and grow.
- A team of colleagues with a high level of expertise in all communication services.
- A flexible work environment for a healthy work-life balance.
- A competitive salary package including benefits.
- Training learning opportunities.
- Workplace services such as sport classes, laundry, car cleaning and canteen.
- A workplace close to the EU institutions and public transport.

## **How to apply**

Please apply on [LinkedIn](#).

## **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](mailto:jobs@tipik.eu).