

Communications Officer

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other organisations. We are recruiting a Communications Officer to help implement multilingual communication strategies.

Responsibilities

As a member of our Message Team you'll be responsible for helping to roll out communications strategies online and offline on a wide variety of topics. You'll work under the guidance of our Senior Communications Strategist and interact closely with colleagues in all departments to ensure we deliver high quality campaigns for our clients.

The ideal candidate will have a passion for communication, a good grasp of the key steps in the roll-out of comms campaigns, an interest in the EU and a can-do mindset.

Responsibilities include:

- Coordinating and following up the production of key elements of communications campaigns (websites, assets for social media, etc.).
- Ensuring consistency in terms of voice, branding and messaging across campaign assets.
- Writing and optimising content for the web, digital newsletters and press in English.
- Coordinating the production of audio-visual products for campaigns.

Requirements

- Three to five years' experience working in communications.
- An aptitude and appetite for communications.
- A team player with the curiosity and drive to learn.
- A Bachelor's degree in communications, journalism, or similar professional experience.
- Excellent English (native level) both written & spoken, French (spoken).
- Good organisational and time-management skills.
- Knowledge of the EU environment is a plus.

We offer:

- The opportunity to join our growing team and to work on variety of topics
- A competitive salary package.
- A central office location with wellness centre and additional services such as a laundry, car wash and more.
- Flexible working arrangements.
- A dynamic multi-cultural atmosphere.
- A supportive and collaborative working environment.

How to apply

Please send your CV in English through [LinkedIn](#) or to jobs@tipik.eu with the subject line: Application for Communications Officer.

Only short-listed candidates will be contacted.

Closing date: 7 October 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 do not store CVs of rejected job applicants, unless the individual has given us his/her consent, in which case it will be stored for a maximum period of one year.