

## Communications Project Assistant

Tipik is a Brussels-based consultancy providing integrated communication & legal services to the EU institutions and other public organisations. We're seeking a **Communications Project Assistant** to join our dynamic team to help deliver communications products and services for our EU clients. Keen to learn and get involved in EU comms? This could be the job for you.

### **Role**

You'll work in a team to support Project Managers and Experts in delivering innovative pan-European digital communication campaigns & services such as digital and hybrid events, effective stakeholder management, media outreach, etc. The Project Assistant will be responsible for overseeing all aspects of production, including planning, scheduling, and coordinating activities to ensure that products & services are delivered efficiently and on time. This is an excellent opportunity for a self-starter with strong communication skills to gain valuable experience in product management.

This includes:

- Assisting the Project Manager in the development and implementation of production plannings to meet client demands.
- Coordinating tasks and activities among team members and stakeholders for the smooth execution of projects, including creating project plans, timelines, and budgets. The Project Assistant will ensure excellent execution and keep an eye on quality to ensure that products and services meet all necessary standards.
- Monitoring production progress & performance against agreed targets, and adjusting plannings as needed. Communicating with team members and EU clients to ensure that projects are on track and meeting their objectives.
- Identifying any potential risks or issues, and work with the Project Manager to develop solutions.
- Maintaining project documentation, including project plans, progress reports, and status updates.
- Contributing to the continuous improvement of product management processes and procedures.

### **Requirements & Skills**

- University degree or equivalent experience in the field.
- Good organisation and communication skills.
- Ability to work on different projects in parallel.
- Good sense of team spirit and quick learner.
- Excellent knowledge of English.
- Experience with budget management is a plus

- Knowledge of the European institutions is a plus.

### **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 January, 2nd 2023.

### **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).