

Digital Communications Project Manager

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other public organisations.

We're looking for an experienced **Digital Communications Project Manager** to work with our Brussels teams to deliver high-quality innovative digital communication products and campaigns.

Responsibilities

You'll work with our teams on all aspects of the digital communication campaigns, from concept to implementation. Responsibilities include:

- Developing digital communication services, products and campaigns.
- Planning and budgeting.
- Finding digital solutions/tools.
- Day-to-day management of projects. This includes project planning, quality control of deliverables, regular reporting, managing relations with contractors as well as coordination of team members, under the supervision of a Senior Account Manager.
- Communicating with clients on project implementation and representing their needs inside the agency.

Requirements & Skills

- Proven experience in delivering high-impact integrated digital 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, as well as digital event tools.
- 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.

How to apply

Please send your CV and covering letter in English to jobs@tipik.eu. Only short-listed candidates will be contacted.

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. Please specify this in your CV and covering letter.