

Communication Assistant

Coimbra, Lisbon - Portugal

In this position you will be responsible for the internal and external corporate communication. You need to have excellent communication and copywriting skills and understand how social media can be leveraged by companies. Our company works for the global market, with software running in more than 44 countries, so if you are looking for a career challenge this is the opportunity that you are looking for.



Key Responsibilities

- Be responsible for the internal and external corporate communication
- Be responsible for the communication in social media (LinkedIn, Instagram, Facebook)
- Produce reports for assessment and improvement of campaigns effectiveness
- Liaise and communicate with media regularly
- Be responsible for awareness activities in Universities, events and job fairs
- Create internal activities to boost the motivation of the teams
- Understand all the individuals of the company and propose ways to unleash their potential
- Promote the company values among the employees

Requirements

- BSc or MSc in Journalism, Communication or related
- Experience in copywriting, proofreading and editing
- Ability to source stories from employees
- Strong track-record working with social media
- Must have excellent communication skills
- Must have a young and creative mind
- Must be highly fluent in English
- Must be knowledgeable about technology

Additional Information

- Job location: Coimbra, Lisboa (Portugal)
- Position Type: Full-time
- We offer a competitive compensation package as well as an environment conducive to personal and professional growth

APPLY