



Cosmetics Europe, the Brussels based European trade association of the cosmetic and personal care industry, has an immediate opening for a:

COMMUNICATIONS MANAGER

Main responsibilities

- Support the management of Cosmetics Europe's communications activities;
- Support the development and implementation of an integrated internal and external communications strategy of Cosmetics Europe;
- Raise the positive profile and reputation of the industry;
- Be a contact point for media/communication enquiries;
- Support the work of the association's internal committees' as required;

Required experience and skills

- A strong academic background;
- 3-4 years relevant communications experience with an EU institution, international company, association, NGO or as a consultant;
- Proven experience of managing social media accounts for business purposes;
- Former experience of working with traditional media will be an asset as well as experience of event organisation or event communication;
- Ability to articulate and effectively communicate scientific and complex issues;
- Proven editorial skills;
- High attention to detail and commitment to maintaining high standards;
- Comprehensive understanding of the EU policy, political and media external environment;
- Strong organisational and excellent interpersonal skills, team player, service mindedness and, responsive and pro-active approach;
- Capability to provide efficient support to the Director General, Public Affairs Director and cross-functional teams;
- Exceptional written and spoken English: fluency in other European language/s is an asset;
- Full knowledge of MS Office software (Word, Excel, PowerPoint, Outlook); basic knowledge of graphics software (Photoshop, Illustrator, etc.) an asset.

We offer

- An open-ended contract / full time basis;
- A competitive salary and fringe benefits package;
- A challenging position of in a motivated and international team;
- A wide portfolio of responsibilities and opportunities within a strong and dynamic consumer goods industry sector.

Interested in this position?

Please send a short (max 1 page) cover letter outlining your motivation for this position and your CV FAO Diane Watson, Director Public Affairs, Cosmetics Europe, Avenue Hermann Debroux 40, Brussels, 1160

Email: jobs@cosmeticseurope.eu

Applications must be received by close of business on Monday September 16th, 2019

Only successful candidates fulfilling all the requirements will be short-listed.

Only short-listed candidates will be contacted.

Shortlisted candidates will be asked to prove their background, qualifications, skills and experiences by providing relevant documents.

Telephone enquiries cannot be answered.