

## COMMUNICATION ASSISTANT

### JOB DESCRIPTION

We are looking for a collaborative, self-motivated Communication Assistant to provide technical and administrative support to the Communication Manager. She/he will help to implement communication and dissemination strategies for European life-sciences research and innovation projects. We are looking for a candidate with a keen eye for detail and visual design to contribute to the development of high-quality tools and materials and to the maintenance and management of project websites and social media platforms.

### WHAT WE OFFER

- Full time position.
- Initial 6-month contract to progress into fix-term contract.
- Salary according to experience.

This an excellent opportunity to join a thriving team in the European life-sciences research sector and work closely with leading international research institutes, universities, hospitals, pharmaceutical companies, SMEs, patient organisations and governmental agencies. Our location in Recinte Modernista de Sant Pau in Barcelona is a plus.

### TASKS

1. Assist the communication manager in the production, design, and edition of communication materials (websites, newsletters, infographics, videos, podcasts, social media posts, toolkits, etc) ensuring compliance with company and projects' guidelines, branding and style.
4. Offer administrative support and assist the Communication Manager in day-to-day tasks (meeting minutes taking, maintenance of communication tools and resources, etc).
2. Support other staff with presentation design and data visualization communication.
3. Liaise with graphic designers and other vendors to develop and produce materials.
4. Support the Communications Team in managing SEO-friendly websites and e-Newsletters content ensuring consistency and accuracy and promoting content on social media.
5. Regularly monitor websites and social media metrics.

## **QUALIFICATIONS**

Bachelor's degree in Audio-visual Communications.

## **EXPERIENCE**

- Some demonstrable experience working as a communication junior professional is highly desirable.
- Experience with Adobe Creative Suite (InDesign, Illustrator, Spark); presentation design and visual communications tools.
- Familiar with the use of social media dashboards, social/web analytics software (Google Analytics) and content management systems (WordPress).

## **SKILLS**

- Passionate about helping bridge the gap between research and lay audiences.
- Creative, with an eye for good design and on the cutting edge of emerging media technologies.
- Good communication skills and highly proficient in written and spoken English as some copy editing will be required.
- Sensitivity to cultural differences and ability to facilitate relationships between diverse parties.
- Excellent organization skills and ability to juggle multiple tasks for different projects.
- Detail oriented, and comfortable working in a small, collaborative team environment.
- Excellence in all MS Office Applications, particularly Word and PowerPoint.