

Communication Officer – Job description

The European Construction Industry Federation - FIEC (a registered AISBL under Belgian law) - is the European voice of construction enterprises of all sizes (from the one person builders/craftsmen and SMEs through to large international firms), from all building and civil engineering specialities. It is the officially recognised employers' representative in the EU sectoral Social Dialogue committee for the construction industry.

FIEC is looking for a dynamic, reliable, motivated and creative Communication Officer for its office in Brussels.

In cooperation with the relevant Directors and other colleagues, the Communication Officer will be responsible for the internal communication with our members and the external communication towards our main interlocutors (EU Institutions, press, other EU organisations, etc.). This involves the use of tools such as, our public website, intranet, social media (Twitter, LinkedIn, Youtube,...), newsletter, publications (Annual Report, Statistical Report, Key Figures,...), press release, videos, etc.

Responsibilities

Reporting to the Director General the Communication Officer should:

- implement the Communication Strategy and the Communication Action Plan
- maintain close links with the communication experts in our member federations
- work closely with the other staff members for the topics under their responsibility
- manage and update the public website and the intranet
- manage FIEC's social media (Twitter, LinkedIn, Youtube)
- develop and maintain links with the press
- prepare press releases
- develop visual communication tools (videos, visuals for social media, Powerpoint presentations,...)

Qualifications

The ideal candidate should have:

- Previous experience in communication
- An interest in construction-related issues
- Basic knowledge of the EU and its functioning
- Knowledge of social media
- Good analytical and writing skills
- Ability to write fluently in English
- Ability to work cooperatively in a small team and with external partners
- Creative, organised and precise
- Dynamic, open-minded, hard worker, team player
- The working language of the federation is mainly English and any additional European language, in particular German and French, would be an advantage

In return, FIEC offers

- A competitive remuneration package according to work experience
- An open-ended contract under Belgian law
- A pan-European, rewarding and challenging work environment
- A wide-ranging variety of topics

**Please send your letter of motivation, with your salary expectation, and curriculum vitae by 4th June 2021 for the attention of Mrs. M. Lambelé (m.lambele@fiec.eu)
Email header subject: "Application – Communication Officer vacancy"**