

To reinforce its Communication team, Cofinimmo is looking for a new

Communication officer (M/F)

FUNCTION

The Corporate Communication Officer assists the Head of Communication & IR with the dissemination, improvement and standardisation of Cofinimmo's image in relation to targets external to the company.

RESPONSABILITIES

Communications

- Assisting the Head of Communication & IR with the writing, design, physical production and distribution of corporate publications (newsletters, press communications, ad hoc presentations, annual financial report,...)
- Assisting the Head of Communication & IR with the organisation of non-financial press relations
- Ensure company messaging is consistent and clear
- Build credibility for our brand/services/product
- Help nurture and sustain relationships with key stakeholders
- Enhance brand image while strengthening corporate communication
- Minimize damage to our brand's reputation when mistakes are made
- Build good relationship with high-level stakeholders
- Reach targeted media and niche audiences via tailored messaging, building more brand awareness in the process
- Position the brand and its team members as experts in their fields
- Create top-of-mind awareness for customers and investors
- Prevent miscommunication by providing up-to-date information whenever team members need it
- Managing the company's website with legal and company updates and non-financial communications
- Managing various distribution lists (for annual reports, newflashes, press releases, etc.)

MKT/PR

- Developing the MKT materials necessary to sustain commercial and operational activities
 - Brochures, posters, banners and totems for buildings
 - Miscellaneous (CD packs, boxes, Helpdesk brochures, maps, etc.)
 - Photo archive of our buildings
 - Materials for stands/events
 - PPT presentations/sheets for fairs
- Organising events external to the company (corporate hospitality)
 - Corporate fairs (Realty, etc.)
 - Commercial events

- End-of-year events
 - Developing the end-of-year gifts concept for clients and VIPs
 - Developing the greetings card concept

Sponsorship

- Developing and managing the company's sponsoring plan
- Participating in events relating to sponsoring or as a member in competitions/prizes
- Managing the sponsorship budget

PROFILE

General knowledge

- ✓ Good knowledge ENG/FR/ added value + NL, any complementary language is an asset
- ✓ Office automation knowledge **MS OFFICE: Word / Excel**
- ✓ Assertiveness, control of emotions, planning and organisation
- ✓ Respect of others, respect of procedures.

- ✓ expertise and specialized skills or is multi-skilled through job-related training and considerable on-the-job experience
- ✓ Works autonomously within established procedures and practices
- ✓ Performs non recurrent tasks, requiring creative input
- ✓ Takes a broad perspective to problems and is resourceful in finding solutions

INTERESTED?

Please send your résumé and cover letter to our Human Resources team at recruitment@cofinimmo.be