

## Sirris – Communication Assistant / Marketing & Communication Officer

### In search of a Communication Assistant / Marketing & Communication Officer

Are you a well-organised and systematic professional with a flair for languages? Do you have 3 to 5 years of experience in an administrative or support role and do you like to follow up on projects efficiently? If so, we are looking for you!

As a Communication Assistant, you will be a vital part of our MarCom team. You will support our communication activities, focusing on organisation, coordination and the timely delivery of high-quality output. While don't need to have any specific training in communication, you do need a keen eye for language and detail.

#### Responsibilities:

- **Coordinating translations:** You will ensure that texts are sent to our translation agency on time and communicate proactively about this with colleagues.
- **Content management:** You will post texts and updates on our corporate website using a content management system (CMS).
- **Mailbox management:** You will manage our communication mailbox, process incoming questions and distribute tasks to the right people in the team.
- **Event support:** You will provide administrative support for larger events.
- **Planning and follow-up:** You will monitor deadlines and ensure that projects run smoothly, from start to finish.

### What do we expect from you?

- You already have initial experience in an administrative support role, preferably in an environment where coordination and planning are important.
- **Language skills:** You have a flair for languages. You speak French and have a good command of Dutch and English.
- **A talent for organisation:** You work in a structured and systematic manner and are able to maintain an overview.
- **Technical skills:** You have experience with MS Office and are willing to learn to use a CMS or other digital tools.
- **Proactive and hands-on:** You have initiative, contribute ideas and help the team move forward with your practical approach.
- **Flexible:** You are good at handling deadlines and shifting priorities.

### What do we offer you?

At Sirris you actively participate in top projects at Belgian companies. In this varied and challenging job there is room for initiative, independence and responsibility. You will be part of a team with great colleagues. Flexible work, personal development and an environment in which cooperation is central, that's typical Sirris. We offer an

attractive salary package that is completely in line with your job and experience.

For more information about this position, please contact [Hanne Van Gorp | Sirris](#) (HR Business Partner) or [Ann Debaere](#) (Marketing & Communication Manager).

<http://www.sirris.be/>