

## JOB DESCRIPTION

POSITION : CORPORATE COMMUNICATIONS ASSISTANT

DEPARTMENT: COMMUNICATION

DIRECT SUPERVISOR: CORPORATE COMMUNICATIONS MANAGER

DIRECT SUBORDINATES:

NAME OF STAFF HOLDING THE POSITION:

DATE OF ENTRY:

MISSION OF THE POSITION:

The Corporate Communications Assistant works in close collaboration with the Corporate Communications Manager and other staff members in the Communications Department, to guarantee the timely and appropriate delivery of corporate communication activities, ranging from ensuring that crucial corporate elements –both graphical and textual – coexist through to enhancing the Society positioning and visibility towards diverse stakeholder groups. The role calls for a broad range of capabilities.

MAIN DUTIES AND RESPONSIBILITIES:

- Support the Corporate Communications Manager with the prompt coordination and accurate implementation of communication activities, including among others, advert and advertorial production and placement, content review, performance analysis
- Support the Corporate Communications Manager with the development of PowerPoint presentations, including collection of material, draft management and approval workflow
- Support the Corporate Communications Manager with the development of campaigns across a number of communication platforms (channels and tools)
- Support the Corporate Communications Manager with activities for the Women for Oncology Committee, in charge of committee meeting organisation, dedicated Social Media maintenance, artwork development
- Collect information from project owners to maintain an updated editorial calendar
- Assist with the production and distribution of email communications based on other departments' needs and project plans

## ROLES AND SPECIAL ASSIGNMENTS

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## COMMUNICATIONS / CONTACTS (NAMES AND TYPES OF INTERACTION)

- Brand Manager: production and development of corporate artwork
- Committee members: logistical management
- Suppliers
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## FINANCIAL RESOURCES MANAGEMENT

Budget (income):	€
Budget (expense):	€
Budget (others 1)	€
Budget (other 2)	€

## EDUCATIONAL AND PROFESSIONAL EXPERIENCE

**Basic training and specialization:**  
Degree in communication or related disciplines.

**Required professional experience:**  
Minimum of relevant communications experience  
Previous working experience in medical/health care sector or non-profit making organisation is favoured.

## SKILLS

**Technical and professional skills:**  
Great attention to detail, a positive and constructive attitude and the ability to multitask.  
Strong computer skills, with an emphasis on Excel, Word and Power Point. Knowledge of graphic software and email campaign software represents a significant advantage.

**Language skills:**  
Excellent spoken and written English. An additional European language a plus

**Personal, social and managerial skills** (see Page 3 for the list)

Managerial skills:	Goal-oriented, organizing, planning, time management
Social and interpersonal skills:	Team-work, stress management, commitment, initiative
Critical & analytical skills:	Problem-solving, synthesis, action-oriented
Creative & innovative thinking skills:	Foresight, creativity, flexibility, adaptability
Additional useful skills:	Diplomacy, attention to detail

## ADDITIONAL USEFUL SKILLS

**Managerial skills**

Goal-oriented  
Control  
Organizing  
Planning  
HR Management  
Self-organization  
Decision-making  
Time management  
Team leader  
Leadership  
Motivation

**Social & interpersonal skills**

Initiative  
Team-work  
Meeting management  
Public speaking  
Negotiation  
Persuasiveness  
Conflict management  
Emotional intelligence  
Stress management  
Cooperative relationships  
Skilled at relating to different situations  
Verbal communication  
Self-esteem  
Diversity management  
Cultural sensitivity  
Commitment  
Social sensitivity  
Courtesy

**Critical and analytical skills**

Report-writing  
Problem solving  
Synthesis  
Analysis  
Evaluation  
Reflection  
Determination  
Ability to spot problems, opportunities, threats  
Defines problems effectively  
Logical, rational  
Good writing skills  
Implements decisions, does not procrastinate  
Decisive, does not procrastinate  
Action-oriented

**Creative & innovative thinking skills**

Foresight  
Creativity  
Mobility  
Seizes new opportunities  
Openness  
Flexibility  
Adaptability  
Open-mindedness