

## COMMUNICATION OFFICER

### JOB DESCRIPTION

We are looking for a collaborative, self-driven Communication officer with strong oral, written and interpersonal skills. She/he will play an active role in the implementation of communication and dissemination strategies for European life-sciences research and innovation projects. We are looking for a candidate passionate about helping to bridge the gap between science and the general public, willing to contribute to the development and high-quality delivery of effective communication.

### WHAT WE OFFER

- Full time position in a dynamic environment.
- Potential short term professional development.
- Salary to be negotiated according to experience.

This is 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.

### MAIN TASKS

- Collaborate with the Head of Communications to develop far-reaching communication and dissemination strategies in line with projects' objectives and tailored to a wide diversity of audiences.
- Ensure high quality implementation of communication and dissemination plans, guaranteeing consistency in terms of branding, messaging and frequency of posting via digital channels.
- Coordinate production and design of communication materials (websites, newsletters, infographics, videos, podcasts, social media posts, toolkits, etc) ensuring compliance with company and projects' guidelines, branding and style. Liaise with external providers.
- Write and optimise content for the website, digital newsletters, print publications and social networking sites.
- Collate and monitor analytics and metrics.

### QUALIFICATIONS

Bachelor's degree in Communications, Journalism or related field.

## EXPERIENCE

Minimum of 2-5 years' demonstrable experience in a communications role.

## REQUIREMENTS

- Knowledge of desktop publishing software (Adobe Creative Suite) and presentation design and visual communications tools (i.e.. Canva), desirable.
- Familiar with the use of social media dashboards, social/web analytics software (Google Analytics) and content management systems (WordPress).
- Excellent verbal and written English and good interpersonal skills.
- Creative thinker, with an eye for good design.
- 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.

Interested candidates please send your CVs and motivation letter to [bespanol@teamitresearch.com](mailto:bespanol@teamitresearch.com)