

Vacancy notice

Vacancy: Communications & Stakeholder Relations Officer

Start date: ASAP

Medicines for Europe is recruiting a Communications & Stakeholder Relations Officer to be based at its office in Brussels.

Medicines for Europe represents the pharmaceutical companies supplying the largest share of medicines across Europe and is the voice of the generic, biosimilar and value added industries. As a leading partner for better healthcare, we aim to increase the health and wellbeing of all Europeans through better access to high quality medicines. Medicines for Europe members' portfolio cover 80% of therapy areas, and in so doing, safeguards the sustainability of Europe's healthcare systems for future generations.

The Communications & Stakeholder Relations Officer will support Medicines for Europe in external engagement, partnership-building and communications.

Key Tasks and Responsibilities

Reporting to the Communications and Stakeholder Relations Senior Manager, you will:

- Map and assess the positions of key stakeholders in the healthcare sector
- Identify new opportunities for engagement based on new positions, working areas, priorities
- Support the organisation of key partnership events, in terms of planning, logistics, coordination and preparation
- Monitor press and media for articles of relevance to Medicines for Europe
- Manage and develop online presence: social media, website, graphic design
- Support the organisation and follow-up of events and conferences

Requirements

We are looking for a highly motivated professional to join our team with:

- Academic background or equivalent experience in partnership building or communications or digital media or writing or journalism or similar
- 1-3 years' experience in stakeholder relations, communications or related field
- Fluency in English (spoken, written, comprehension)
- Good administrative/planning, IT, communication, presenting and coordination skills
- Comfortable working in a multi-cultural, international environment
- Quick and autonomous learner, proactive

How to apply: Please email your CV and cover letter (maximum one page) to Jocelyne Jados (jjados@medicinesforeurope.com) by Monday 30th September, 17.00 CET

Contract: 1 Year, renewable

Location: Rue d'Arlon 50, Brussels, Belgium

Conditions: This is a full time position. Salary commensurate with experience

GDPR Compliance:

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the association to change incorrect or incomplete data
- require the association to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

Please note that we will keep your information in a secured server and If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.