



Job Vacancy: Communications and Management Assistant

Details

Contract type	Fixed-term Position
Minimum experience required	Student / Recent Graduate
Location	Helsinki (Finland)
Remote work type	Remote work occasionally allowed
Start Date	As soon as possible
Duration	From 5 to 9 months
Application deadline	March 10 2024
Job vacancy language	English



ACTRIS ERIC

ACTRIS is the pan-European research infrastructure producing high-quality data and information on short-lived atmospheric constituents and on the processes leading to the variability of these constituents in natural and controlled atmospheres.

ACTRIS operations are coordinated by ACTRIS ERIC, a legal entity for European Research Infrastructures created by the European Commission. ACTRIS ERIC Head Office is located in Kumpula Campus, Helsinki.

Job Description:

We are in search of a detail-oriented and proactive trainee to join our team as a Communications and Management Assistant. This role is integral to managing diverse communication channels, enhancing digital platforms, and providing operational support to the different activities of the ACTRIS ERIC Head Office. Note that ACTRIS ERIC working language is English.

Responsibilities:

ACTRIS Communication Management:

- Streamline internal communication channels to ensure optimal information flow within the organization.
- Monitor and track digital activities, analyzing engagement metrics and trends.
- Maintain and update the ACTRIS website with relevant content, ensuring a user-friendly experience.
- Create visually compelling materials and content for digital platforms to enhance brand visibility.
- Support the integration of new tools and technologies into office operations.

Operation Management and Support:

- Coordinate logistics for meetings, including scheduling, agenda preparation, and documentation management.
- Assist in organizing large-scale events, contributing to digital marketing efforts for maximum reach.
- Manage event logistics, including session setup, registration desk coordination, and providing information to attendees.

Requirements:

- Studies in Communications, Business Administration, or a related field.
- Experience in communications and/or management.



- Good organizational and time management abilities.
- Proficient in written and verbal English communication.
- Ability to work independently and collaboratively within a team.
- Independent use of Microsoft Office suite

Considered as an advantage

- Familiarity with digital communication tools and platforms, particularly Drupal CMS and Google Analytics, as well as social media platforms.
- Experience with graphic design tools such as Canva, Illustrator, or InDesign.
- Previous experience in event coordination and management is advantageous.

Benefits:

- Salary range for a full time (36,25h / week) based on experience and qualifications is 1800-2100€ / month. Part-time position can be considered.
- Engaging and collaborative work environment within a leading research infrastructure.
- Flexible work arrangements.
- Occupational healthcare

Application Process:

If you are enthusiastic about joining our team and possess the requisite skills and experience, we encourage you to submit your resume and a tailored cover letter highlighting your qualifications and suitability for the role. Please send your cover letter in English to recruitment@actris.eu.

If you have additional questions, please send them to recruitment@actris.eu