University of Luxembourg
Competence Centre

The University of Luxembourg Competence Centre is recruiting for immediate entry a:

Communication Manager (m/f)
for a permanent full time contract

The University of Luxembourg Competence Centre is the lifelong training and continuing professional education centre in Luxembourg. Based in the heart of Belval Campus in Esch-sur-Alzette, the Competence Centre is developing and organizing University quality training programs that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies.

One of its tasks is to design and implement academic training courses dedicated to different sectors ranging from finance to space, to art and to manage specific bachelors.

Your ideal profile:

- Master's degree (or equivalent) in Communication and Media Studies
- Work experience of at least 5 years in a similar function
- Fluent in English and French, excellent writing skills in the mastered languages are required
- Good command of graphic design tools (InDesign,…), understanding Wordpress will be considered as an asset
- Proven experience in community management and in the use of the related analytic tools
- Demonstrate organizational, communication and teamwork skills
- Reliability, rigor and autonomy in the work

Your main responsibilities include to:

- Create graphic design elements in accordance with an established charter for different media
- Co-develop the communication strategy related to the Competence Centre and adapt it to the different clusters
- Manage social networks in accordance with the strategy and monitor the statistics of our website
- Create and edit short videos / teasers to be posted online
- Ensure the quality of the presence of the Competence Centre on lifelong learning platforms
- Take part in external events to ensure the Competence Centre's promotion and development

If you are ready to take up a new challenge and feel that your profile matches the job description, please do not hesitate to send your CV and cover letter to:

Véronique ACKER – HR Manager
HR@competence.lu