



itrust consulting s.à r.l.
Conseil en sécurité de l'information

ANN_H013_PUBLIC_RELATIONS_MANAGER_V1.o.DOC

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Public Relations Manager

Context

For the recently started EU-funded project ATENA on cybersecurity and its related task of dissemination, as well as for our company's own communications strategy, itrust consulting would like to hire a Public Relations Manager.

Requirements:

- Writing, proofreading, editing press releases, brochures, external and internal communications and website content;
- Responsible for developing, managing and maintaining relationships with journalist/media contacts;
- Create and develop website and maintain publishing of the most updated information on it;
- Assist in Pre-sales activities;
- Create logos and advertisements.

Profile of the candidate

- Secondary level education (ideally BTS in Marketing and related) AND at least 2 years experience in the field;
- Excellent interpersonal and presentation skills, including the ability to communicate effectively in small and large groups;
- Skills in website editing with CMS like WordPress, ideally with knowledge of HTML;
- Skills in working with programs like Photoshop/GIMP, Adobe InDesign, LaTeX;
- Fluency in English and French (Luxembourgish and German are considered as an asset);
- Good knowledge of the Microsoft tools Word, Excel, PowerPoint, Outlook, Latex (any other tool will be considered as an advantage).

We offer:

- Young dynamic team work in a growing start-up;
- Fast access to manager role and autonomous work;
- Flexible working hours (part-time job possible);
- Complementary pension for managers (starting after trial period).

Contact:

Thank you for sending your most recently obtained diploma, your ratings from the last two years, your updated CV and a letter of motivation to Ms Marieta Dimitrova, phone: +352 26 176 212, e-mail: info@itrust.lu.