



Communication & Marketing Assistant

ICN is a dynamic and fast-growing **European Real Estate Developer and Investor**, currently operating in the **Grand Duchy of Luxembourg, Belgium, and The Netherlands**. The company's tagline, 'exceptional projects at outstanding locations', reflects ICN's unique capacity for detecting hidden gems for both end-users and investors and turning these unique opportunities into added value for all stakeholders. With our development projects, we reimagine spaces of togetherness and dedicate our resources to creating futureproof places to live and work in. Our investment products allow investors to indirectly invest in high-quality real estate and benefit from superior returns. With a successful development track record of over 25 years, a team of 30 people and a considerable turnover pipeline nearing € 1.4 BN by 2027, ICN is looking for YOU to support its growth strategy.

[icn.eu](https://www.linkedin.com/company/icn-development) - <https://www.linkedin.com/company/icn-development>

The **Communication & Marketing Assistant** will be based in **Brussels** to strengthen the Communications department.

How you could invest your talent, expertise and motivation in:

1. Advocate our corporate identity through consistent use of our logo(s) and house style recorded in the ICN brand book
2. Execution of the external and internal communication plan
 - mediaplan: creation and production of advertisements and editorials
 - PR-campaign: distribution of press releases
 - branding: updating and/or creating new templates
 - social media: gathering information from other departments and translate it into image enhancing and regular posts, and keep our profile pages up to date
3. Content creation for
 - press releases
 - advertisements/editorials
 - social media
4. Development of marketing collateral
 - powerpoint presentations (including regular updates)
 - brochures
 - fact sheets

- internal documents

5. Follow-up of our memberships, sponsoring and events

6. Other missions:

- follow up of external agencies (graphic design, photography, translation)
- update of corporate website
- follow-up of media presence (press clippings)
- analysis of website and social media analytics

7. Other tasks as assigned

Who we are looking forward to meeting a candidate with:

- Bac +3 or similar experience
- Excellent time management skills and ability to multi-task
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Ease with computer tools
- Microsoft Office, Wordpress, knowledge of Adobe CC (InDesign, photoshop) would be an asset
- Ability to analyse and to set priorities and act accordingly
- Spirit of initiative and autonomy
- English C1 level and French C1/C2 level

What we are happy to offer:

- The opportunity to join a very dynamic & growing group located in Luxembourg, Belgium (Brussels) and The Netherlands (Amsterdam)
- A varied and autonomous function with an attractive salary package in line with your skills and experience
- A stimulating environment with clearly defined values and respect for each other and for work-life integration (flexible office hours, state-of-the art equipment, education, team building events)
- A futureproof company with a clearly defined ESG-vision

Sounds like a match?

Send you CV with a motivation letter to: jobs@icn.eu

ICN

#strongertogether

