

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Communication Associate

Our client:

A leading multinational company active in FMCG industry

Role & Responsibilities:

- Publishing content on the intranet using SharePoint
- Updating SharePoint lists
- Reviewing current content and conducting regular sanity checks to ensure publishing consistency throughout
- Organizing content archiving
- Monitoring and responding to queries received in the intranet's generic inbox
- Training and providing support to publishers
- Uploading videos to the multimedia library

Profile:

- Communication degree
- Minimum of one work experience
- Intermediate experience with SharePoint
- Digital and design publishing skills
- At ease with Microsoft Office and Photoshop

Required skills:

- Excellent english spoken and written
- Ability to prioritize and juggle multiple request
- Flexible, adaptable, rigorous and detail oriented

Contract type: Temporary

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Kerstin Leterme

Ref : KL1392089203