



## Vacancy: Communications Officer

Deadline: Friday 26<sup>th</sup> September 2025

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The Federation of European Securities Exchanges (FESE) is looking to recruit a Communications Officer to provide overall communication support, events coordination and some support in administrative tasks. The person will report to the Director General.

We are offering an exciting opportunity for career development in an international trade association with Brussels (Belgium) as the operating base, providing hybrid facilities. This position is ideal for individuals who are passionate about communications and events.

### Main duties include:

- Communications: Working with the regulatory team to ensure timely publication of position papers, reports etc via social media and website.
- Events: Overall logistical support of our events including managing invites, speakers, website, and social media support (i.e. conferences, virtual events, press conferences) and all related follow-up communications.
- Media: Maintaining good relations with journalists; responding to journalists' requests; Monitoring and managing general media, press coverage and social media. Maintain the associations media plan including the media contact database.
- Content: drafting email invitations, press releases, speeches, website content. As well as supporting the team with drafting/editing documents and publications. Canva will be used for designing visual content, among others; and Mailchimp for email marketing campaigns.
- Website: Manage the content of the website through WordPress.
- Ensuring that the corporate style (format, layout, etc) and communication process are always coherent, including the use of PowerPoint and SlideShare for presentations and corporate materials.

The person will also support the Director General in preparing documents for the FESE General Assembly and tasks related i.e. mandates, calendar planning, internal rules, etc.

### Applicants should:

- A university degree, with minimum 1-3 years of relevant professional experience in communications and events' management coordination
- Possess good organisational and communication skills, be proactive, self-motivated, result-oriented, with a strong team spirit and interpersonal skills
- Have the ability to meet strict deadlines
- Excellent computer skills (Office 365)
- IT savvy
- Excellent English - native level in written and oral communication skills

**Further details:**

Start date: As soon as possible

Contract type: Full time, 1-year contract leading to a permanent position. Competitive salary package, with excellent benefits.

**To apply:**

Please send your CV and motivation letter by email to Muriel Toiremol, FESE HR Manager, at [toiremol@fese.eu](mailto:toiremol@fese.eu) by Friday 26<sup>th</sup> September 2025.

Only shortlisted candidates will be contacted.