

Communication & Events Manager

The Communication & Events Manager will work under the guidance of the Managing Director. The primary responsibilities include building public relations, communications, and event management for TusPark Belgium.

Key Responsibilities:

- **Public Relations & Communications:**
 - Manage all public relations activities and both external and internal communications to support company objectives and build a positive public image.
 - Develop and implement communication and marketing strategies aligned with the business plan; updating presentations, the website, and social media platforms.
 - Maintain and develop an Innovative Ecosystem.
 - Organize and coordinate various activities, with a focus on innovation.
 - Provide PR and communication support to TusPark fund management and investments in Europe.
- **Finance & Administrative Tasks:**
 - Support business development by coordinating, planning, and managing meetings and business activities with tenants and partners. Prepare meeting memos and draft relevant documents.
 - Guide and collaborate with the executive assistant, coordination with third-party service providers.
 - Coordinate delegations and visits from the Tuspark network and partners in China and other countries.
 - Perform other tasks and responsibilities as assigned by the Managing Director.

Qualifications:

- Master's degree in communication, with legal permit to work in Belgium.
- Minimum of 8 years of experience in public relations, communication, marketing, or related fields.
- Ability to work independently in a fast-paced, dynamic environment.
- Excellent written and oral communication skills in Chinese, English, and either French or Dutch.
- Highly organized with strong attention to detail, capable of managing multiple projects and priorities simultaneously.
- Experience in reporter is an advantage.