



## **COMMUNICATIONS ASSISTANT**

**Vauxhall - London**

**Salary £29,800**

Vigeo Eiris is a global provider of ESG research to investors, public and private corporates. We evaluate the level of integration of sustainability factors into organisations' strategies and operations, and undertake risk assessments to assist investor and corporate decision-making.

The assessment and promotion of social and environmental responsibility are at the core of Vigeo Eiris' business lines and the foundation of our raison d'être. We have built our own social responsibility approach with the firm belief that it constitutes a performance factor and a driver of brand promotion and attractiveness to companies using our services.

Vigeo Eiris, born from the merger of two leaders in their historical markets, is rooted in Europe and is now positioned as a global player in ESG research to civil society and local authorities, and in adapting companies' and investors' strategies and practices. Stakeholder dialogue and innovation are still at the very heart of our DNA.

As our communications assistant, you will be based in London and will be part of the communication team who are based in Paris. Reporting to the communication manager and joined in the team by our press relations manager. You'll join a professional and friendly team enjoying regular communications in phone calls or skypes.

Your role will be to:

- Contribute to the writing of new articles and content for Vigeo Eiris website, newsletter, and other external or internal communications
- Work on a wide range of projects
- Ensure "Group" communications is written in excellent English
- Support the Sales team in Vigeo Eiris London in their objectives and in organising events

And what you'll need:

- Communications qualification or relevant demonstrable experience
- Experience of communication strategy development, channel management and audience segmentation
- Excellent English oral and written skills
- Ability to edit/re-write materials into excellent plain English (including from colleagues writing English when it is their second language)
- Ability to communicate clearly and convincingly possessing excellent interpersonal skills
- Experience of working across multiple stakeholder groups in different geographical locations uniting them under a common brand identity
- Strong project management skills and a proven ability to develop website/digital content
- Able to manage and plan events
- Willingness to learn French/Speak French is a plus.

Joining Vigeo Eiris is a brilliant opportunity to be part of an international organisation, enjoy a great career, in a friendly environment.

For further information and to apply for this job <http://www.vigeo-eiris.com/en/job-opportunities-contact/>

The closing date for applications: 10<sup>th</sup> August

Agencies: We are recruiting to this post ourselves.