

Aedifica is a Regulated Real Estate Company under Belgian law specialised in healthcare real estate, particularly in senior housing. Aedifica has developed a portfolio worth nearly €6 billion in Belgium, Germany, the Netherlands, Finland, Sweden, the United Kingdom, Ireland, and Spain. Aedifica has been quoted on Euronext Brussels (regulated market) since 2006 and is part of the BEL20 since 2020.

To strengthen our Communications team, we are actively looking for a:

Communication Assistant

What will you do?

– Internal communication

- You support the development of the corporate culture by ensuring regular updates to the **intranet**. You keep track of what is going on across the group and translate this into relevant content.
- You regularly prepare a **press report** summarising relevant content related to the group and the sector. You ensure that this report reaches the right people.

- External communication

- You draft **press releases** about the group's activities (acquisitions, project completions, etc.) and corporate events (general meeting, capital increase, etc.). You also make sure these press releases are accurately translated. You monitor that everything is published correctly and coordinate those publications with posts on social media.
- You participate in drafting and updating **company presentations**. You watch over both the layout and the quality of the content.
- You assist in the publication of the **(annual) financial reports**: you prepare a template for the report, ensure that colleagues provide their input on time and process that input in a timely manner, while simultaneously adapting the translations of the report.
- You prepare **social media** posts. In doing so, you not only create smoothly written texts, but also attractive visuals. In addition, you keep track of what is happening within the group and see which activities you can translate into social media posts. You monitor and maintain conversations on the various platforms and see how the impact of posts can be improved.
- You keep the **website** up to date in the various relevant languages. You publish news items, ensure the upload of press releases, adapt relevant pages after the publication of results and think about how the website can be further improved.
- You maintain the group's **photo database** and organise a number of shoots of buildings in the portfolio every year.

- On occasion, you develop **advertisements and flyers** with an external communications agency. In doing so, you succeed in effortlessly translating the group's key messages into marketing texts.
- You participate in the preparation of **capital markets days and investor fairs**. During these events, you enjoy representing the company to investors.
- You ensure that all group communications (both external and internal) are **coherent** in style and form and fit within the group's **branding**.

What skills and experience are we looking for?

- You preferably have a master's degree in (corporate) communications or languages.
- You have at least two years of experience in a similar position.
- You have excellent copywriting skills. You are able to adapt your writing to different types of publications and know how to target content to different audiences.
- You have excellent written and spoken knowledge of English, Dutch and French (speaking other languages from countries in which Aedifica operates is an asset).
- You work accurately and have an eye for detail.
- You have a feel for numbers and the financial world.
- You are dynamic and take initiative. You maintain a close relationship with your colleagues and look for stories to communicate internally and externally.
- You respect your deadlines meticulously and you can organise your time flexibly according to publication dates.
- You can easily work with various programmes for the creation of audiovisual content.
- You have excellent strategic knowledge of how social media work and how to use them effectively.

What we will offer you:

- An exciting job with a varied range of tasks in a pleasant and collegial working environment
- Working for a fast-growing listed entity such as Aedifica, you will have the opportunity to develop yourself on a permanent basis, through personal development and relevant training
- A full-time contract of indefinite duration
- An attractive salary, in line with your experience, supplemented with other fringe benefits
- The opportunity to work from home up to 50% of your worktime.

If you're ready to take on this challenging and rewarding role, we invite you to apply.

Visit our website www.aedifica.eu for more information and send your resume and motivation letter to: human.resources@aedifica.eu – vacancy Communication Assistant