


Communication Officer in charge of Document Management (m/f)

Marketing / Communication

 Leudelange

 Permanent contract

 Full-time

Foyer Global Health was established in 2014 and is the specialist brand for globally mobile people from Luxembourg's leading insurance company Foyer.

Since its foundation, Foyer has become Luxembourg's primary insurance. Today, the European Union poses many new challenges while at the same time opening up a host of new opportunities.

As part of its expansion, Foyer Global Health is seeking for a **Communication Officer - in charge of Document Management (m/f)**

Responsibilities

Within Foyer Global Health, you will be responsible for creation, control, accessibility, and timeliness of all documents such as policies, certificates, brochures, guidelines, forms, templates, training materials, etc.

Your tasks:

- ✓ Produce and manage centralized documents throughout their life cycle
- ✓ Properly document critical information assets (business and operations)
- ✓ Develop a document management plan and update it whenever necessary
- ✓ Ensure that all documents go through a comprehensive review-and approval process prior to being stored and used/shared
- ✓ Participate in the update of the communication content and documentations on a regular basis
- ✓ Help develop and enforce documentation design, review and storage/security guidelines
- ✓ Identify and evaluate the need to create new documents
- ✓ Conduct meetings and workshops to collect business needs and writing of general and detailed specifications (User Stories)
- ✓ Collaborate with other teams to provide support to Sales and Operations activities

Mandatory requirements

- ✓ A Bachelor or Master's degree in administration; communication or marketing
- ✓ Ability to work in a fast-paced, demanding and collaborative environment both independently and as a member of a team
- ✓ Full proficiency in English is a must, German and/or French would be a plus
- ✓ Superior writing, editing and proofreading abilities in at least two languages
- ✓ You have advanced knowledge of MS Office and Adobe Suite (Photoshop, InDesign, Illustrator)
- ✓ You are truly service-oriented with strong attention to detail and deadlines
- ✓ You can deal with confidential and sensitive information
- ✓ Global mindset and capability to work in an international context

Our offer

By joining our Group, you will benefit of the following advantages:

- ✓ A multicultural and learning environment,
- ✓ A flexitime,
- ✓ A Company restaurant,
- ✓ A fitnessroom with coaches,
- ✓ Concierge service.