



Talent driven
culture.

Junior Communication & Events Officer

Ref.^a T20252

Our partner is a Portuguese organization focused on promoting the advancement and consolidation of Portugal as an international reference in the Aeronautical, Space and Defence Industries.

We are selecting a candidate to support the Communication, Marketing and Events area. The **Junior Communication and Events Officer** is responsible for supporting the planning, execution, and follow-up of communication strategies and events within the organisation.

Location: Lisbon, Portugal

Main Accountabilities:

Communication & Marketing

- Collaborating on internal and external communication strategies.
- Assisting in the creation of content for social media, newsletters, press releases, and corporate materials.
- Supporting the production of promotional and corporate materials, ensuring its availability.
- Managing and updating the website, digital platforms, social media, corporate materials or other relevant tool.
- Monitoring and analysing the impact of communication campaigns, through data analytics.
- Supporting the contact with media and public relations efforts.

Events

- Supporting the logistics of internal and external events, such as conferences, trade fairs, and corporate meetings.
- Collaborating in suppliers' identification and management.
- Maintaining databases of contacts and strategic partners.
- Supporting the identification and management of sponsorships/collaborations for events.
- Ensuring good communication both with associates and suppliers.
- Supporting the promotion and dissemination of events through the various channels.
- Collecting feedback and preparing post-event reports to improve future editions.
- Providing support at all stages of the organisation events.

If you meet the above requirements, please send your application via email: careers@qsr.consulting with reference to T20252_Rec_Junior Communication and Events Officer

Requirements & Qualifications:

- Bachelor's or Master's degree in Communication, Public Relations, Marketing, Journalism, Event Management, or a related field.
- Additional certifications in digital marketing, event planning, or public relations are a plus.
- 0-2 years of experience in communication, public relations, or event management (internships and volunteer work count!).
- Experience with social media management, content creation, or event coordination is highly valued.
- Experience in managing invitations, registrations, and attendee engagement.
- Proficiency in English language (written and verbal).
- Ability to write clear, engaging, and professional content for various audiences.
- Ability to coordinate multiple projects simultaneously with great attention to detail.
- Strong organisational and problem-solving skills to handle logistics and unforeseen challenges.
- Good verbal and written communication skills;
- Teamwork and interpersonal skills;
- Driving license (B).

Digital Skills:

- Knowledge of social media platforms (LinkedIn, Instagram, Twitter, Facebook, etc.).
- Basic knowledge of graphic design tools (Canva, Adobe, etc.) is a plus.
- Familiarity with content management systems (CMS) such as WordPress or similar.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).

Offer:

- Wage package appropriate to the presented experience;
- Position type: Full-time regular employee;
- Contractual link established directly with the client.

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