

GEOxyz – Marketing & Communications Assistant

Looking for a Marketing & Communications Assistant

We're looking for a hands-on **Marketing & Communications Assistant** with a strong commercial mindset. You'll support external communications through social media, press releases, sponsorship coordination, and campaign planning. The role involves creating visibility for events, managing advertising efforts, strengthen client relationships, and ensuring brand consistency to help drive engagement and commercial opportunities.

Focus: Executional support, external communication, LinkedIn, campaign rollouts, advertising & sponsoring

External Communications & Campaigns

- Write and edit engaging content for press releases, newsletters, website, social media, and external communications.
- Coordinate advertising (e.g., industry media).
- Handle sponsorship opportunities with important stakeholders.
- Manage media relations— coordinating interviews and responding to press inquiries.
- Conduct market research to understand target audiences and competitors.
- Oversee email marketing, SEO/SEM, and web analytics.

Support for Events & Exhibitions

- External communications for exhibitions (announcements, follow-up posts, client engagement, etc.)

What do we expect from you?

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, or a related field.
- Commercial feeling and flair
- Understanding of marketing principles, branding, and campaign planning
- Excellent communication skills in English and Dutch, both written and spoken
- Ability to create clear, compelling, and engaging content tailored to specific target audiences across multiple platforms
- Social media management across platforms (LinkedIn, Instagram, Facebook, etc.)
- Ability to work with cross-functional teams (Sales, Project Management, HR, executives, etc.).

What do we offer?

- An exciting role in a fast-growing work environment.
- A pleasant atmosphere within a young and dynamic team.
- The opportunity to further develop and grow within our organization.

<http://www.GEOxyz.eu>

