



Insurance Europe is the European insurance and reinsurance federation. Through its 37 member bodies — the national insurance associations — it represents all types and sizes of insurance and reinsurance undertakings. Insurance Europe, which is based in Brussels, represents undertakings that account for around 95% of total European premium income. Insurance makes a major contribution to Europe's economic growth and development. European insurers pay out over €1 000bn annually — or €2.8bn a day — in claims, directly employ more than 920 000 people and invest over €10.6trn in the economy.

Insurance Europe is an equal opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. Applications from disabled candidates are encouraged.

For our Communications and PR team, we are looking for an

Editorial advisor

Function

The editorial advisor will report directly to the head of public affairs and communications and will be responsible for:

- Responsible for house style and quality of all public written materials, including reports, letters, position papers, slides, web texts, subtitling, etc for Insurance Europe and GFIA
- Writing and editing of often technical material, including annual reports and ad hoc publications, infographics, videoscripts, director general's newsletter, etc.
- Management of production process of reports and publications
- Proofreading of all public written materials
- Providing drafting advice to staff members
- Working with the rest of the communication team across all communication activities with a particular focus on the impact, clarity and quality of written content
- Back-up to spokesperson on press relations and social media

Profile

- First experience in a communication/editorial, media relations or journalism role
- Good knowledge of the financial services/insurance sector
- Native-level English, knowledge of other languages an advantage
- Demonstrable writing/editorial skills, including the ability to tailor material for different formats & communicate expert knowledge in non-technical language
- Highly developed team spirit, sense of responsibility, ability to take initiatives and be proactive
- Excellent inter-personal skills
- Excellent organisation skills, ability to plan and meet deadlines, capacity to identify key issues and prioritise

Offer

We offer you an exciting position in an international environment, with opportunities for personal development. You will have the possibility to participate in projects that will influence the European insurance industry in the coming years.



Contact

Please address application letters and curriculum vitae to Insurance Europe, Rue Du Champs De Mars 23, 1050 Brussels for the attention of Koen Ameye (e-mail: hr@insuranceeurope.eu).