https://www.zannier.com/job/zannier-hotels-communication-assistant/

PR & Communication Assistant – Zannier Hotels

Type de poste
a:2:{i:0;s:9: »FULL_TIME »;i:1;s:6: » INTERN »;}

Date de début du poste
As from 1 February 2027

Durée du contrat
6 months

Secteur
Marketing & Communication

Lieu du poste
9000, Ghent, Belgium

Horaires
Full time position (38h/week), Monday to Friday. 2 days of home office.

Valide jusqu'au
30.01.2027

Description

The applicant will assist the group PR & Communications Manager to implement the daily communication activities and tools according to the established strategy, both on brand and property levels (30%). Content creation and enhancement will be a major part of the position (60%). The assistant will also provide administrative, creative and logistic support to enhance the internal and external communication (10%).

Responsabilités

EXTERNAL COMMUNICATIONS

- To provide a range of content for different target audiences across multiple channels, including website, news articles, social media, copy, blogs, media pitches, official releases… The production of this content aims at showcasing Zannier Hotels to a large-scale audience.
- To assist in the production of regular newsletters and mailings to trade and consumers.
- To collect information about new projects, notably from the Interior Design team, in order to pitch externally.
- To organize the photo library and make sure the SharePoint platform shared with external providers is up to date.

MARKETING:

- To exchange and maintain good relationships with key providers such as editors, graphic designers, web designers, photographers, PR agencies or printers.
- To assist the graphic designer executive in the production and adaptation of collaterals and marketing tools development, both for the headquarters, the hotels open and the properties in development.
- To provide assistance in handling administrative tasks for internal structures (requesting and sharing quotes, following up for payments).
- To assist in the creation of regular business reports (eg: communication report, awards recap, press stays recap…).
- To assist in the rebranding process, making sure photos and documents are correctly labelled.

PRESS RELATIONS

- To regularly exchange with operations in order to collect news and content.
- To write and distribute clear, concise and effective press releases and media pitches.
- To expediently respond to appointed media requests asking for information and/or interviews within set and agreed deadlines.
- To manage and keep up to date the database of high-profile media, journalists and partners.

- To help in the logistic aspects of media trips, interviews or events organization.
- To compile press clippings, issue press books and help distribute internally regularly.

Qualifications

- Bachelor or master’s degree in business, PR, marketing or hospitality.
- Ideally, first experience in content creation and/or marketing.
- Good understanding of the luxury hotel industry, its standards and requirements.
- Fluent in English. Any additional language is a plus, especially French or Spanish.
- High computer literacy with perfect use of Microsoft environment. Knowledge of InDesign is appreciated but not compulsory.
- Perfectionist, detail-orientated and positive team player.
- Synthetic minded, highly organised and resourceful.

Avantages du poste

- Ideally 6 months internship. Min 4 months
- From February 2027.
- Full time position (38h/week), Monday to Friday.
- Up to 2 days of home office per week possible.
- Based in Ghent, Belgium
- 250€ net compensation per month + reimbursement of travel expenses up to 50€ per month within Belgium
- A stimulating international working environment. A fast-moving human-size company, where you will be able to learn and grow, getting real assignments, high responsibilities and great flexibility.

Contacts

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