



Position	Communications Associate
Company	<p>CreditAccess Asia (www.creditaccess.com), established in 2008, is a € 800 mln assets credit group head-quartered in Amsterdam, employing 10,000 people and offering financial services to 2.4 million micro and small businesses across India and South-East Asia (Indonesia, Philippines and Vietnam).</p> <p>By 2020 CreditAccess will be a € 2+ bln assets publicly listed company delivering, through innovative solutions, financial services and cross-seller products to over 6 million clients across Asia.</p>
Location	CAA headquarters in Amsterdam (The Netherlands)
Reporting To	CEO of the Company
Job Summary	The Communications Associate plays an important role in supporting internal and external communications of the Company. He/She supports mainly the CEO and senior management as well as interface with Media/Communications agencies.
Key tasks and Responsibilities	<ul style="list-style-type: none"> - Prepare, review, complete, update the narrative part of reports, presentations, press releases and pitch materials, including statistical, financial and non-financial information; - Internal point of contact for the PR/Media/Communication agencies; - Preparation of the annual report; - Manage website, updates and content; - Assist with internal communications and events; - Support CEO with the communication activities; - Ensure that all communication and marketing materials reflect and articulate the brand values (philosophy, mission and vision); - Coordinate the appearance of all organization print and electronic materials such as letterhead, use of logo, brochures, etc.
Requirements	<ul style="list-style-type: none"> - Bachelor's degree in the area of communications or marketing; - 3-5 years of experience in Corporate Communication within an international environment; - Native English speaker or comparable. - Outstanding skills in writing narrative/journalist pieces; - Ability to understand "what is important" in any report, meeting or document; - Effective communicator: ability to effectively translate complex concepts and content in understandable written or oral form; - Used to working with PR- and/or advertising agencies; - Professional user of PowerPoint and word; - Strong project management and organizational skills with the ability to successfully manage multiple projects and deadlines simultaneously; - Result oriented; - Available to travel; - Comfortable to work in a fast-paced environment.
Application	Please send your CV and Cover Letter to careers@creditaccess.com , indicating in the subject of the e-mail "Communications Associate – CreditAccess Asia".