



BUSINESSEUROPE IS THE MAIN HORIZONTAL BUSINESS ORGANISATION AT EU LEVEL. IT HAS 41 NATIONAL MEMBERS FROM 35 COUNTRIES REPRESENTING THE PRIVATE SECTOR. ITS MAIN TASK IS TO ENSURE THAT COMPANIES' INTERESTS ARE REPRESENTED AND DEFENDED VIS-À-VIS THE EUROPEAN INSTITUTIONS WITH THE PRINCIPAL AIM OF PRESERVING AND STRENGTHENING CORPORATE COMPETITIVENESS.

BUSINESSEUROPE SEEKS TO FILL THE FOLLOWING POSITION:

JUNIOR ASSISTANT/SECRETARY FOR ITS DIRECTORATE GENERAL DEPARTMENT

TASKS INCLUDE:

- General and administrative support to the Directorate General Department which comprises: the Director General, the Managing Director, two advisers and an Executive Assistant)
- Management and follow up of communication (DE/EN): emails, paper correspondence, telephone contacts, etc.
- Preparation and follow up of meetings
- Travel arrangements
- Maintenance of filing and archiving, etc.

CANDIDATES FOR THIS POST SHOULD HAVE THE FOLLOWING PROFILE :

- You have a diploma of Secretary/Assistant (secrétariat de direction) or equivalent;
- You are native German speaker or equivalent with an excellent knowledge of English (French is an asset);
- You have a good knowledge of MS Office (Word, Excel, Powerpoint & Outlook);
- You are eager to work in an international environment ;
- You have the ability to handle confidential issues with tact and diplomacy;
- You have an excellent presentation and a very professional attitude;
- You have excellent interpersonal and organisational skills;
- You are dynamic, proactive, flexible and able to work under pressure.

Closing date for applications: 30 September 2013

**Interested candidates are invited to send a letter of motivation
and full curriculum vitae to:**

Human Resources Manager, BUSINESSEUROPE, Avenue de Cortenbergh, 168, 1000 Brussels

Mail to: mf.lienard@businessseurope.eu