

The Confederation of European Business

BUSINESSEUROPE PLAYS A CRUCIAL ROLE IN EUROPE AS THE MAIN HORIZONTAL BUSINESS ORGANISATION AT EU LEVEL. THROUGH ITS 40 MEMBER FEDERATIONS, BUSINESSEUROPE REPRESENTS 20 MILLION COMPANIES FROM 34 COUNTRIES. 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 IN ITS BRUSSELS OFFICE:

JUNIOR ADVISER FOR ITS INTERNAL MARKET DEPARTMENT

Policy fields: Goods and Public Procurement

THE JOB:

BUSINESSEUROPE's Internal Market Department aims to further integrate the single market to create growth and jobs. Its focus is on removing remaining obstacles to the free movement of goods and services, public procurement, transport, better regulation, and digital issues.

We are seeking a junior adviser to work on internal market issues, with a focus on the free movement of goods and public procurement. In this role you will work with our member federations and organise working group meetings to coordinate positions on key issues for businesses at European level, such as: product safety, mutual recognition and standardisation. You would also play a role at influencing national level implementation of public procurement rules, including the uptake of e-procurement.

You will be expected to develop and present business views to policy-makers through contacts with EU institutions, participation in conferences and meetings. To this aim you will be monitoring, analysing and advocating on EU policies and drafting position papers, briefings, speeches and presentations.

CANDIDATE REQUIREMENTS:

- A relevant university degree;
- At least two years of relevant professional experience in the area of goods and public procurement;
- A good understanding of the functioning of the EU institutions;
- Excellent analytical skills and the ability to assimilate the various aspects of an issue rapidly;
- Capacity to meet objectives within tight deadlines;
- Ability to drive forward work on own initiative;
- Good verbal and written communication skills;
- An excellent knowledge of English (spoken and written);
- A good knowledge of French and of a third European language is an advantage;
- Ability to use IT tools professionally (Office, Outlook, Internet);
- A dynamic personality, with team spirit, well organised, flexible.

Closing date for applications: 14 November 2016

**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

E-mail to: mf.lienard@businessseurope.eu