



BUSINESSEUROPE IS THE LEADING ADVOCATE FOR GROWTH AND COMPETITIVENESS AT EUROPEAN LEVEL, STANDING UP FOR COMPANIES ACROSS THE CONTINENT AND CAMPAIGNING ON THE ISSUES THAT MOST INFLUENCE THEIR PERFORMANCE. A RECOGNISED SOCIAL PARTNER, WE SPEAK FOR ALL-SIZED ENTERPRISES IN 34 EUROPEAN COUNTRIES WHOSE NATIONAL BUSINESS FEDERATIONS ARE OUR DIRECT MEMBERS.

BUSINESSEUROPE SEEKS TO FILL THE FOLLOWING POSITION:

SECRETARY

FOR ITS LEGAL AFFAIRS DEPARTMENT

TASKS INCLUDE:

- General and administrative support to the team of the Legal Affairs Department which comprises the Director and two Advisers;
- Management and follow up of communication: emails, paper correspondence, telephone contacts, etc.;
- Preparation and follow up of meetings (e.g. draft agendas, minutes, etc.);
- Forwarding EU daily information on topics relevant to the team;
- Travel arrangements;
- Maintenance of filing and archiving, etc.;
- Proofreading in English (position papers, letters, reports).

CANDIDATES FOR THIS POST SHOULD HAVE THE FOLLOWING PROFILE:

- You have a bachelor degree in Business Administration (Secrétariat de direction), Multilingual Communication or equivalent and at least two years of relevant professional experience;
- You have excellent spoken and written communication skills in English. Good knowledge of other languages, e.g. French, would be a strong asset;
- You are proficient in IT tools (MS Office, Internet)
- You are eager to work in an international environment and are used to work with people from different cultures;
- You are able 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: 4 May 2018

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

Magali Janson, Human Resources Manager
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