



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:

TRILINGUAL JUNIOR ASSISTANT/SECRETARY

FOR THE CABINET OF THE DIRECTOR GENERAL

TASKS INCLUDE:

- General and administrative support to the Directorate General, which comprises: the Director General, the Deputy Director General, two Advisers and an Executive Assistant;
- Management and follow-up of communication (DE/EN/FR): emails, paper correspondence, telephone contacts, etc;
- Preparation and follow-up of meetings;
- Travel arrangements;
- Filing and archiving;
- Etc.

CANDIDATES FOR THIS POST SHOULD HAVE THE FOLLOWING PROFILE:

- You have a Bachelor of Arts in Secretariat, Multilingual Communication or equivalent;
- You are a native German speaker (or equivalent) with an excellent knowledge of English and French (spoken and written);
- You have a good knowledge of MS Office (Word, Excel, Powerpoint & Outlook);
- You are eager to work in an international environment;
- 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.

CONDITIONS OF EMPLOYMENT

- Type of contract: We offer a **full-time fixed-term** contract. The contract would start around late April 2020 and would end on 31 December 2020.
- Conditions: candidates for this position should meet the **CPE** (Convention Premier Emploi) **conditions** (i.e. < 26 years old).

Closing date for applications: 13 March 2020

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

Magali Janson, Human Resources Manager
E-mail to: m.janson@businessseurope.eu