



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 INTERNAL MARKET DEPARTMENT

TASKS INCLUDE:

- General and administrative support to the Internal Market Department team, which comprises the Director and three Advisers;
- Management and follow up of communication: emails, paper correspondence, telephone contacts, director's diary etc;
- Preparation and follow up of internal meetings;
- Assistance in preparation of working group and committee meetings (invitations, registration of participants, document mailings, room bookings, 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 of Arts in Secretariat, 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 French or other languages would be a strong asset;
- You have a good knowledge of MS Office (Word, Excel, Powerpoint & Outlook) and good digital skills in general;
- 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.

CONDITIONS OF EMPLOYMENT:

- Type of contract: we offer a **permanent full-time** contract.

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