



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 35 EUROPEAN COUNTRIES WHOSE NATIONAL BUSINESS FEDERATIONS ARE OUR DIRECT MEMBERS.

BUSINESSEUROPE SEEKS TO FILL THE FOLLOWING POSITION:

SECRETARY

FOR ITS INTERNATIONAL RELATIONS DEPARTMENT

TASKS INCLUDE:

- General and administrative support to the team of the International Relations Department which comprises a Deputy Director General, a Deputy Director and three Advisers;
- Management and follow-up of communication: emails, paper correspondence, telephone contacts, etc.;
- Preparation and follow-up of meetings;
- Travel arrangements;
- Support to communication activities of the Department;
- Filing and archiving, etc.

CANDIDATES FOR THIS POST SHOULD HAVE THE FOLLOWING PROFILE:

- You have a Bachelor of Art in Secretariat, Multilingual Communication or equivalent and at least two years of relevant professional experience;
- You have an excellent spoken and written command of English. Good knowledge of other languages, e.g. French or German, 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: 10 February 2021

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@business europe.eu