



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 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.;
- Meetings: preparation, attendance (note-taking) and follow-up;
- Travel arrangements;
- Filing and archiving;
- Proofreading in English.

CANDIDATES FOR THIS POST SHOULD HAVE THE FOLLOWING PROFILE:

- You have a diploma in Secretariat, Multilingual Communication or equivalent and relevant professional experience;
- You have an excellent spoken and written command of English. Good knowledge of other languages, e.g. French, would be a strong asset;
- You are proficient in IT tools (MS Office, Internet, Communication platforms like Teams, Zoom and Webex);
- 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 February 2022

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@businesseurope.eu