



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

**BUSINESSEUROPE SEEKS TO FILL THE FOLLOWING POSITION:**

## **JUNIOR ADVISER**

### **FOR ITS INTERNATIONAL RELATIONS DEPARTMENT**

#### **TASKS INCLUDE:**

- monitoring relevant developments in the area of foreign policy, trade and development;
- developing relevant advocacy actions in what concerns trade and investment negotiations and any initiatives taken by the EU or by Third Countries that might have an impact on international trade and investment;
- communicating about the benefits of trade and investment;
- representing EU business interests in EU and international fora;
- organising high standard international events - including Business Summits – seminars and conferences;
- having extensive contacts with BusinessEurope's member federations and organising expert working group meetings, in order to co-ordinate positions on key issues for business;
- drafting position papers, briefings, speeches and presentations;
- building and maintaining contacts with EU institutions (Commission, European Parliament, Council);
- contributing to the broader work of the department to ensure good cooperation with other BusinessEurope departments.

#### **CANDIDATES FOR THIS POST SHOULD HAVE:**

- a relevant university degree;
- at least two years of relevant professional experience, preferably in trade policy;
- thorough understanding of the functioning of the EU institutions, preferably gained through some experience working in the EU institutions, a trade association, a consultancy or a company;
- excellent analytical skills, and the ability to assimilate the various aspects of a complex issue rapidly;
- the ability to transform technical input into political messages and adapt to the audience;
- the aptitude to define and implement advocacy strategies;
- a talent for negotiating and brokering compromises reflecting the general interest of all businesses on sensitive issues;
- the ability to work under pressure and meet objectives within tight deadlines;
- good networking and interpersonal skills with the ability to work in international/multi-cultural environment;;
- excellent spoken and written communication skills in English (native or equivalent). Good knowledge of French and/or of other European languages is an asset;
- proficiency in IT tools (Office, Internet, social media, video conference systems);
- a pro-active and dynamic personality, with team spirit, multi-task, well-organised, flexible.

Closing date for applications: 28 January 2024

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

Magali Janson, Human Resources Manager

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