



BUSINESSEUROPE IS THE LEADING ADVOCATE FOR GROWTH AND COMPETITIVENESS AT THE 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 INTERNATIONAL RELATIONS DEPARTMENT**

### **TASKS INCLUDE:**

- General and administrative support to the International Relations Department which comprises the director and three advisers;
- Management and follow-up of communication: emails, paper correspondence, telephone contacts, etc.;
- Taking care of the department's weekly newsletter;
- 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 degree in business administration (secrétariat de direction) and at least three years of professional experience;
- You have excellent written and spoken command of English. Good knowledge of another language, e.g. French or German, would be a strong asset;
- You have good knowledge of IT tools (MS Office - Word, Excel, Powerpoint & Outlook - 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: 30 March 2017

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

Human Resources Manager, BUSINESSEUROPE, Avenue de Cortenbergh, 168, 1000 Brussels

**Mail to: [m.janson@businesseurope.eu](mailto:m.janson@businesseurope.eu)**