

Job Vacancy Notice:

Full-time English Translator/Administration Officer

A full-time position has become available at industriAll European Trade Union as

Full-time English Translator / Administration Officer

The position is expected to be filled at industriAll Europe's offices in Brussels.

Background

IndustriAll European Trade Union represents 190 trade unions with about seven million members across supply chains in manufacturing, mining and energy sectors at European level.

We promote, advocate and coordinate workers' and trade union interests vis-à-vis the EU institutions and multinational companies.

Main duties and responsibilities

- Mainly proof-reading of English documents (e.g. policy papers, press releases, invitations, agendas, minutes) covering a wide variety of topics
- Translation from French and German into English
- Administrative work: assisting Deputy General Secretary, organisation and follow-up of meetings and conferences
- Liaison with the affiliated organisations and the European Institutions

Travel within Europe will be required for special events.

Profile

- English native speaker with excellent language skills and writing style
- Excellent linguistic fluency, preferably in both French and German
- Degree/diploma, preferably in translation or a language-related subject
- Previous experience in proofreading/editing and in translation
- Previous experience in administrative work
- Prior experience in a European or international work environment would be an asset

Skills required

- Strong attention to detail and time management skills
- Excellent organisational skills
- Autonomous, diplomatic and stress resistant
- Ability to work as part of a team
- Good command of MS Office tools

Starting Date as soon as possible

Working Conditions

IndustriAll European Trade Union offers a competitive salary, excellent working conditions and a challenging job as part of a dynamic and multicultural team.

Please send your CV and cover letter for the attention of:

Erica Lee
industriAll European Trade Union
5 Boulevard du Roi Albert II Bte 10
B-1210 Brussels
Email: vacancy@industrial-all-europe.eu

The deadline for submission of applications is **9th June 2017**.