

Job Vacancy Notice:

Full-time Administration Officer - English Copyeditor/Translator

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

Full-time Administration Officer - English Copyeditor/Translator

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

- Administrative coordination of committees/networks: facilitating communication with members, dealing with requests from members, practical arrangements and follow-up of meetings, maintaining and updating mailing lists/databases
- Liaison with the affiliated organisations and the European Institutions
- Assisting Deputy General Secretary
- General administrative support for some extraordinary events/tasks
- Copyediting all content written in English by non-native speakers for spelling, formatting, grammar, consistency, logic, sense and factual accuracy
- Proofreading of translations from French and German into English
- Occasional translations from French and German into English

Travel within Europe might be required for special events.

Profile

- English native speaker with excellent language skills and writing style
- Degree/diploma in related fields (linguistic, business administration...)
- Previous experience in administrative work and in proofreading/editing/translation
- Previous experience in a European or international work environment would be an asset

Skills required

- Excellent linguistic fluency, preferably in both French and German
- Excellent organisational skills with a problem-solving attitude and an ability to prioritise daily workload in a fast-paced environment
- Ability to work to tight deadlines
- Strong attention to detail
- Excellent communication and interpersonal skills
- Spirit of curiosity and openness as industriAll Europe covers a large variety of topics
- Ability to work as part of a multicultural team
- Good command of MS Office tools

International Trade Union House (ITUH) - Boulevard du Roi Albert II 5 (bte 10) - B-1210 Brussels
Tel: +32 (0)2/226 00 50 info@industriall-europe.eu www.industriall-europe.eu

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:

Valérie Fesland
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 **2nd July 2018**.