

VACANCY

EU Project Officer Brussels

Full-time position – Permanent contract

1. About IndustriAll European Trade Union

IndustriAll European Trade Union represents the voice of 7 million working men and women across supply chains in manufacturing, mining and energy sectors across Europe. We aim to protect and advance the rights of workers. Our federation has 200 trade union affiliates in 39 European countries. Our objective is to be a powerful player in the European political arena vis-à-vis European companies, European industries, employers' associations and European institutions.

2. About the job

As EU Project Officer you will support industriAll European Trade Union in the planning, implementation and follow-up of EU grant budgets within the framework of European projects.

Main responsibilities and duties

- Monitor EC grant budgets within the framework of European projects.
- Compile documentation concerning calls for proposals.
- Verify and encode financial transactions (entry and exit, invoices).
- Check and process travel expense reimbursement requests, staff cost recovery, overheads, and adjustment of entries in line with financial rules.
- Prepare payments linked to the projects with the correct bank details and descriptions.
- Prepare the mid-term and final financial reports related to European projects.
- Review incoming financial reports from project partners and related supporting documentation.
- Update the online database.

3. The Successful Candidate

The successful candidate will have:

- A bachelor's degree in accounting, economics, social or political sciences.
- At least 2 years' experience in the budget control of European projects.
- Excellent knowledge of Excel (pivots, formulas) and other MS Office tools. Experience with Sygma is a plus.
- Fluency in English, with a very good command of a second language.
- Excellent organisational skills, precise, structured with attention to detail.
- Balance between being a team player and able to work independently.
- Discretion, proactivity, open-mindedness.
- Interest in continuous learning and development.

4. Remuneration

We offer a competitive salary and an attractive package of fringe benefits in line with qualifications and experience.

The successful candidate will be based in Brussels, Belgium.

5. How to apply

Please forward a CV and cover letter to Nathalie Huys, Office Manager, at nathalie.huys@industriall-europe.eu

6. Data management

GDPR : to comply with data protection laws, industriAll European Trade Union does not retain the applications of unsuccessful candidates.

IndustriAll European Trade Union is an equal opportunities employer.