

## VACANCY

### **Administration Officer Brussels Full-time position – Temporary contract (3 years)**

#### **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 throughout 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 the European institutions.

#### **2. About the job**

As Administration Officer you will support industriAll European Trade Union with the administrative coordination and follow-up of meetings and events.

#### **Main responsibilities and duties**

- Administrative coordination of meetings (in-person, online and hybrid), also in the framework of EU projects :
  - practical arrangements (invitation, registration, venue, hotel, technical equipment...)
  - follow-up of meetings
  - facilitating communication with members
  - dealing with requests from members
  
- General administrative support for extraordinary events and tasks :
  - preparing badges and lists of participants
  - finding meeting venues
  - maintaining and updating mailing lists and databases
  - dealing with visiting groups and preparing meeting rooms

### 3. The Successful Candidate

Our successful candidate will have:

- Bachelor's degree in administration or relevant experience.
- 3-10 years of experience in administration, preferably in a European or international work environment.
- Excellent knowledge of MS Office tools.
- Fluency in English, with a very good command of a second language.
- Strong organisational skills with a problem-solving attitude and an ability to prioritise daily workloads in a fast-paced environment.
- Ability to work to tight deadlines.
- Balance between being a team player and able to work independently.
- Strong attention to detail, proactivity, open-mindedness.
- Excellent communication and interpersonal skills.

### 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 by 21<sup>st</sup> June 2024 to [vacancy@industriall-europe.eu](mailto:vacancy@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 Europe is an equal opportunities employer.