

Jr Administrative Assistant ACE/CAE
Part time 31H/Week

Detailed Job Description:

- **Organisation of in-house and external statutory meetings:**
 - Liaise with the Executive Board
 - Deal with registration procedure
 - Prepare references for documents and dossiers
 - Circulate working documents
 - Liaise with hotels and arrange catering
 - Prepare Conference room
 - Follow-up (e.g. draft thank you letters, circulate minutes of meetings)

- **Organisation of Work Groups meetings:**
 - Deal with registration procedure
 - Circulate working documents
 - Follow up (circulate minutes etc.)

- **Liaise with Member Organisations**

- **Organisation of annual events, workshops, exhibitions**
 - Liaise with Conference Venue and catering
 - Circulate invitations
 - Registration procedure

- **Manage general email account:** answer general inquiries/meeting requests/invitations

- **Archive documents**

- **Manage travel arrangements of the Secretary General and others**

- **Update contact lists**

- **Undertake basic Website content management**

- **Sort email and ensure follow-up**

- **Perform various administrative tasks** (answer the telephone, filing, sort correspondence, receive guests, receive deliveries, deal with dispatch/shipping documents, packages)

Requirements:

- Qualification as an Administrative assistant or Secretary or proven experience in a similar position
- Excellent command of English and French (both written and spoken)
- Good communication skills
- Strong organisational skills with the ability to prioritise
- Flexibility and adaptability
- Ability to work effectively in a small team
- An eye for detail

Working conditions

Work is based in Brussels, with the occasional need for evening or weekend work, and occasional travel necessitating overnights stays in other EU Member States.

The ACE offers a part time job (31h/week) Gross monthly salary of €2,100 plus paid holidays and 13th month, lunch vouchers, eco vouchers, private health care.

Please send your CV (1 page max) and a motivation letter (1 page max) to:
application@ace-cae.eu before Sunday 14 July. Interviews should take place end of July.