

The ETUC is looking for a full-time **administrative assistant** (secretary) to start as soon as possible. The successful candidate must have native level written and spoken English with excellent French.

### Job Description

Your tasks and responsibilities will include:

- Supporting the ETUC secretariat in administrative work (organising and follow-up of meetings and conferences, preparation of invitations + agendas, proof reading and carrying out language checks on texts, occasional translation of short texts)
- Ensuring the smooth daily running of the office (scheduling appointments and travel, agenda management, including responsibility for coordinating internal and external meetings and events).
- Organising and maintaining a good filing system
- Liaising with member organisations and European Institutions
- Providing admin support for EU funded projects and events and eventual back up admin tasks within the office

### Profile

- Must have native level English with an excellent command of French, knowledge of other EU languages would be an advantage
- Good command of MS Office tools (Word, Excel, Powerpoint,)
- Excellent organisational and interpersonal skills
- Be detail-minded, proactive, efficient and flexible
- Prepared to multi task, ability to meet multiple deadlines
- Ability to work independently and as part of a team
- Open to learning new skills, procedures and practices
- Strong communication skills orally, written and by email
- Minimum 3 years relevant experience in a European or international environment

### We offer

We offer a good salary, excellent working conditions and a challenging job as part of a friendly and motivated team.

The daily work will be undertaken in the ETUC offices in Brussels. Occasional travel may be required.

Please forward a CV and cover letter to Sinead Tiernan, Head of Human Resources, ETUC [vacancy@etuc.org](mailto:vacancy@etuc.org) by 2 August 2019. Only shortlisted candidates will be contacted.