The ETUC is looking for a full-time administrative assistant (secretary) to work with one member of our elected team, starting as soon as possible. The successful candidate must have native level written and spoken English with excellent French or vice versa.

**Job Description**

Your tasks and responsibilities will include:

- Supporting the ETUC secretariat in administrative work:
  - Organising and follow-up of events, meetings, committees and conferences
  - Preparation of invitations, agendas, letters and documents (with layout, proof reading and carrying out language checks on texts, occasional translation of short texts, managing external translations of longer texts)
  - Supporting and assisting in communication activities, social networks
- Managing contacts, agenda, mailbox and calendar of the office
  - Scheduling appointments and travel
  - Responsibility for coordinating internal and external meetings and events
- Organising and maintaining a good filing system
- Liaising with ETUC member organisations and European Institutions
- Providing admin support for EU funded projects and events and back up admin tasks within the office

**Profile**

- Must have native level English with an excellent command of French or vice versa, knowledge of other EU languages would be an advantage
- Strong understanding of the core values of the trade union movement
- Good command of MS Office tools (Word, Excel, Powerpoint,), knowledge of video editing and social networks is an asset
- Excellent organisational and interpersonal skills
- Be detail-minded, proactive, efficient, loyal 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, in category I of our pay scale*, and an attractive package of fringe benefits in line with qualifications and experience, 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. Some travel will be required.

To apply

Please forward a CV and cover letter to Sinead Tiernan, Head of Human Resources, ETUC c/o Ludovic Voet, Confederal Secretary lvvoet@etuc.org by 19 August 2022. Only shortlisted candidates will be contacted. Interviews will take place in early September with a view to an immediate start.

ETUC is an equal opportunities employer.

GDPR: to comply with data protection laws, ETUC does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our website where all our vacancies are posted www.etuc.org

*Starting salary of Category I payscale is €3,562 gross per month. The successful candidate will be placed on the payscale in line with experience