



# EUROCHAMBRES

The Association of European Chambers of Commerce and Industry  
Brussels

## 1 PROJECT ASSISTANT POSITION

**Closing date: 13 December 2019**

**Starting date: ASAP**

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 1,700 Chambers and their 20 million business members across 44 countries and all sectors of the economy (for more information: [www.eurochambres.eu](http://www.eurochambres.eu))

To support its team, EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Project Assistant.

Candidates should submit their letter of motivation and CV to [job@eurochambres.eu](mailto:job@eurochambres.eu) by **13 December 2019**. Only preselected candidates will be contacted. **Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.**

### **Responsibilities:**

- Focus on general administrative support;
- Support some basic aspects of the project PR and communications (website, leaflet, general communication) and project administration;
- Participation in the management of the helpdesk, answering inquiries, solving cases, offering active support and advice to the intermediary organisations in the EYE network;
- Contribution to ensuring the quality of the established matches through the quality random check (IT tool of the programme);
- Preparation of the newsletter, scanning the news in various countries regarding the programme;
- Answering questions and comments arriving via the social media channels;
- Checking the submitted success stories, offering a critical review and publishing them on the website;
- Liaising with the Contracting authority under the supervision of the team leader and other team members, to organise agendas for the steering committee and other meetings;
- Supporting the team in liaising with the members of the EP (ambassadors network) for meetings and video messages;
- Organising network meetings together with the internal EYE team;
- Preparing reports and contributing to its editing;
- Offering support to the project officer in the preparation of:
  - Statistics
  - Contracts (with subcontractors)
  - Presentations
- Organisation and delivery of:
  - Trainings for the network
  - Webinars for the network
- Organise event logistics;
- Prepare administrative documents, collect and compile inputs to documents;
- Draft routine correspondence for project implementation;
- Implement steps in procurement processes according to EUROCHAMBRES rules and procedures;
- Administer contracts with service providers, interpreters and experts where needed. Support the financial officer and staff in monitoring payment schedules and support the staff implementing payments;
- Maintain documents according to the project filing system;

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ASSOCIATION OF EUROPEAN CHAMBERS OF COMMERCE AND INDUSTRY

ASSOCIATION DES CHAMBRES DE COMMERCE ET D'INDUSTRIE EUROPEENNES

Chamber House, Avenue des Arts, 19 A/D B - 1000 Brussels / Bruxelles • Belgium / Belgique

• Tel. +32 2 282 08 50 • Fax +32 2 230 00 38 • [eurochambres@eurochambres.eu](mailto:eurochambres@eurochambres.eu) • [www.eurochambres.eu](http://www.eurochambres.eu)

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- Act in coordination with other staff for any other activity identified as needed by the Direction.
- Implement administrative activities and processes (in particular logistical arrangements, e.g. negotiating rates with service providers) in support to the organisation of project events, workshops and meetings;
- Identification of any logistical bottlenecks and propose ways to meet the procurements/logistic needs in a timely manner. Propose corrective actions when services are not satisfactorily delivered;
- Make, where needed, flight bookings, organise meeting facilities and accommodation, social programme, catering, audio-visual equipment, name tags, logistics for arrivals and departures;
- Support the financial department in making calculations for DSA/incurred costs covered by DSA and implementing payments;
- Collect, compile and organise inputs to reports, summaries, graphs and presentations in support to various project activities;
- Collect, compile and organise inputs to PI/PR materials as required;
- Provide administrative support to implementation of project communication activities;
- Perform any other duties as required.

**Requirements;**

- A minimum of 1 year of experience in project administration and implementation of projects in an international organisation context;
- Bachelor's or Master degree in a relevant field.
- Experience in organisation of events and meetings;
- Knowledge of online communication tools;
- Strong teamwork and interpersonal skills;
- Good organizational skills with attention to detail and accuracy;
- Experience in managing conflict priorities and working with tight deadlines;
- Adaptability and flexibility;
- Excellent command of standard MS-office software.
- Experience in international projects and EU-funded projects;
- Proficiency in (verbal/written) English, proficiency in another major EU language (in particular French) is an asset;

**We offer:**

- A challenging international work environment
- Experience in managing a high profile, multinational EU level initiative
- A competitive remuneration package, including 13th month, hospitalization insurance, medical and dental care insurance, pension contribution and luncheon vouchers.
- A full-time contract

To apply, please send your CV and a short motivation letter outlining your relevant experience and suitability for the role, in English to [job@eurochambres.eu](mailto:job@eurochambres.eu) by **13 December**, indicating 'Project Assistant' in the subject line of your application.

**Only pre-selected candidates will be contacted.**

All costs incurred to apply for the vacancy and to attend the interview(s) are to be borne by candidates and will not be reimbursed.

You are under no statutory or contractual obligation to provide data to EUROCHAMBRES Aisbl during the recruitment process. However, if you do not provide the information or you do not give EUROCHAMBRES consent to process the data, we may not be able to process your application properly or at all.