



EUROCHAMBRES

The Association of European Chambers of Commerce and Industry
Brussels

1 PROJECT ASSISTANT POSITION (CODE: TEBD)

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)

TEBD is an initiative of EUROCHAMBRES and TOBB, co-financed by the European Union, which aims at promoting economic dialogue and cooperation between the EU and Turkish business communities. The project will offer a range of instruments to the Chamber of Commerce network from both sides, aimed at capacity building, establishing partnerships, developing policy dialogue.

To execute and coordinate these activities, a team of 5 experts has been appointed, upon signature of a grant contract between EUROCHAMBRES and CFCU in July 2018.

To support the TEBD 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 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;
- Organise event logistics;
- Support some basic aspects of the project PR and communications (website, leaflet, general communication).
- Support to project administration:
- Assist in implementation of project activities in accordance with the work plan;
- Prepare administrative documents, collect and compile inputs to documents;
- Draft routine correspondence for project implementation;
- Prepare inputs to implementation processes such as recruitment of expert, procurement and contracting;
- Implement steps in recruitment processes for project staff and experts according to EUROCHAMBRES and TEBD rules and procedures. Support the team in the preparation of call for experts, ToRs etc., publish them, organise expert travels etc.
- Implement steps in procurement processes according to EUROCHAMBRES rules and procedures;
- Administer contracts with service providers, interpreters and experts. Support the financial officer and staff in monitoring payment schedules and support the staff implementing payments;
- Maintain documents according to the project filing system;
- 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 visa arrangements, 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;

ASSOCIATION OF EUROPEAN CHAMBERS OF COMMERCE AND INDUSTRY

ASSOCIATION DES CHAMBRES DE COMMERCE ET D'INDUSTRIE EUROPEENNES

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A.i.s.b.l. / Non-profit international association • TVA / VAT: BE 417 324 583 • Bank / Banque ING: 310-1215400-76

- 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;
- 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;
- Bachelor's degree in a relevant field.
- Basic knowledge of EU Enlargement policies

Assets:

- Basic knowledge of Turkish

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 by **13 December**, indicating 'Project Assistant - TEBD' 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.