



Brussels, 26 June 2018

## EXECUTIVE AND COMMUNICATIONS ASSISTANT

### Full-time maternity leave replacement

**Duration: 6 months (with potential extension by 3 months)**

**Brussels, Belgium**

ECOS is a non-profit organisation which promotes and defends the environmental interests in standardisation and in European product policies of technical nature. ECOS' work aims to combat climate change, foster energy and resource efficiency, and protect environmental health. ECOS represents 46-member organisations, including pan-European organisations such as the EEB, FoEE, T&E, and WWF-EPO.

We are looking for a highly motivated and qualified candidate to provide administrative support and assistance to the ECOS' team and, in particular, the Director. This is a full-time position, replacement for maternity leave, starting 1<sup>st</sup> October 2018 for a duration of 6 months, to be possibly extended by 3 months.

#### Main tasks:

- Prepare and manage correspondence, invoices, reports and documents
- Organise and coordinate meetings, events, and travels
- Take, type and distribute minutes of meetings
- Ensure a smooth operating environment through the implementation and maintenance of office systems, including office space, supplies & equipment, and interpersonal relationships
- Maintain schedules and calendars
- Arrange and confirm appointments, handle incoming mail and material
- Establish and maintain filing systems, archives, databases and mailing lists
- Assist with preparation of funding applications and reports
- Develop and continuously improve work procedures
- Communicate verbally and in writing to answer inquiries and provide information
- Liaise with internal and external contacts, including experts and goods and service providers.
- Update the website and assist with communication activities including the organisation of events
- Prepare invoices and register payments in the bank online system

#### Required qualifications & skills:

- Bachelor's degree in Business Administration, or equivalent training or qualification
- Proficiency in speaking and writing English & French; Other EU languages an asset
- At least 2 years of relevant professional experience
- Knowledge and experience of Microsoft Office and relevant software applications (e.g. database management, GoToMeeting, WordPress, social media etc.).

- Knowledge of business principles, administrative and clerical procedures
- Proven experience in production, management and dissemination of correspondence, documents, information and communication
- Eager to work in an international environment with excellent interpersonal and organisational skills, dynamic, proactive, flexible and able to work under pressure with a very professional attitude and presentation.

#### Competences:

- Excellent verbal and written communication skills
- Ability to multitask and attention to detail
- Good planning and organisational skills
- Time management
- Reliability
- Good communication & interpersonal skills
- Ability to take initiative
- Confidentiality, tact and diplomacy.

#### How to apply:

Interested applicants should **send a CV and a motivation letter by no later than 12 July 2018 COB** to: [info@ecostandard.org](mailto:info@ecostandard.org), mentioning in the subject line "Application to Executive assistant: First name & Last name". Incomplete applications will not be retained.

The first round of interviews will take place in the second half of July. Please note that ECOS will not be able to reimburse expenses for interviews. We regret that only short-listed candidates will be contacted.

**Disclaimer!** By applying to this position and disclosing your personal data in the application, you agree that this data will be stored and processed for recruitment purposes until 1 October 2018. You have the right to withdraw your consent, demand correction or cancelation of your data at any time.