
Job vacancy at the ETUC – Administrative Assistant

Deadline for application 06 March 2025

The ETUC is currently recruiting a **full time administrative assistant** to support the work of the General Secretary's office. The successful candidate must have native level written and spoken English with excellent French or vice versa.

⇒ Permanent contract - full time

Description

- Managing the agenda: scheduling appointments, events and interviews, ensuring follow up, travel and logistical arrangements
- Ensuring the smooth daily running of the office
- Organising and follow-up of meetings and conferences, including some translations
- Check upcoming engagements and ensure General Secretary is fully briefed
- Deal with the outcoming correspondence
- Assist with the preparation and follow up of statutory meetings and committees
- Organising, updating and maintaining a good filing and archive system
- Liaising with member organisations and European Institutions
- Compile and process expenses in liaison with the finance department
- Ensure good internal communication and division of tasks between the General Secretary's and other offices
- Manage translations

Profile

- Relevant administrative experience of minimum 2 years or related work experience
- Native level written and spoken English with excellent French or vice versa
- Knowledge of other EU languages would be an advantage
- Excellent organisational and interpersonal skills
- Prepared to multitask, prioritise and meet tight deadlines
- Must be able to uphold a strict level of confidentiality
- Ability to adapt to a challenging environment
- Willing to work as part of a small team, but also independently as required
- Open to learning new skills, procedures and practices
- Strong communication skills orally, written and by email
- Relevant experience in a similar role in a European or international setting would be an asset
- Good command of MS Office tools (Word, Excel, Wordpress, Outlook)

We offer

We offer a competitive salary in category I of our pay scale¹, and an attractive package of fringe benefits in line with qualifications and experience.

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

Starting date: as soon as possible

Please forward a CV and cover letter to Juliane Bir, Chief of Staff, ETUC at vacancy@etuc.org **by 06 March 2025**

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.

¹ Starting salary of Category I pay scale is €4022 gross per month. The successful candidate will be placed on the pay scale in line with experience