

# Offre d'emploi

## Nom de l'entreprise

BEUC (Bureau Européen des Unions des Consommateurs)

## Vos coordonnées :

Rue: D'Arlon, 80

Code postal: 1040

Ville: Etterbeek

Personne à contacter: Fanny  
Deneyer

N° tel: 0491220982

Email: fde@beuc.eu

Site web de l'entreprise:  
<https://www.beuc.eu/>

## Quel bachelier serait le plus adapté pour trouver votre candidat(e)? (possibilité d'en choisir plusieurs)

Assistant de direction

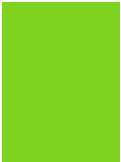
## Vous pouvez aussi déposer votre offre en version numérique



2023 03 Executive Secretary.pdf



**Profil recherché**  
Executive Assistant



**Date limite de dépôt de candidature**  
vendredi, avril 14, 2023

## **Executive Secretary to the BEUC Directors' Office**

### **Full-time indefinite employment contract**

BEUC, The European Consumer Organisation, is currently looking for an Executive Secretary to reinforce its Directors' Office team.

#### **The responsibilities of the position will include:**

- Provide administrative assistance for the organisation of BEUC Executive and General Assembly meetings (logistics of meetings, preparation of background documents, etc.);
- Support the Directors' Office in managing the BEUC membership, in cooperation with the Membership Coordinator;
- Support the Executive Assistant in managing agendas of the Director General (DG) and Deputy Director General (DDG);
- Contribute to the secretaries' team's task (punctual coverage of reception, database of contacts, lunches, EP calendar, reporting);
- Provide secretarial support for policy teams.

#### **The main qualifications we are looking for are:**

- Bachelor's Degree in Secretariat and/or Office Management or equivalent;
- Minimum 3-year experience as Executive Secretary at Senior Management level is an asset;
- Strong organisational skills, with particular need to be able to set priorities;
- Excellent ability to correspond using correct etiquette;
- Linguistic proficiency in English, written and spoken, fluent French is an asset;
- Proficiency in IT office tools;
- Discretion, sense of diplomacy, reliability;
- Autonomy and sense of initiative;
- Proactive approach and multi-tasking;
- Good communication skills; Team spirit; Stress resistant

#### **What we offer:**

- A multicultural working environment within an organisation dedicated to promoting the consumer interests;
- A full-time contract with a gross monthly salary in the indicative range of €2,700 to €3,100 coupled with various benefits (13<sup>th</sup> month, extra-legal paid leave, flexitime, pension scheme, luncheon vouchers, work-from-home indemnity).

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Applications for the position should be sent **before 16 April 2023** by e-mail to **apply@beuc.eu** with subject line: **Executive Secretary**.

A first round of interviews will take place in the week of **24 April**. Only short-listed candidates will be contacted.

Your application should include the following documents:

1. **A short motivation letter**
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions:**
  - ▶ **Why would you like to work at BEUC?** *Briefly explain the main reasons that motivate you to work at BEUC, using maximum 150 words.*
  - ▶ **Why should BEUC appoint you?** *Tell us why you think we should appoint you rather than other candidates, using maximum 150 words.*

**Any incomplete application will be disregarded.**

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.