

Assistant Manager

Full Time in Brussels

Description of the function

The Management assistant is expected to help the BSC Manager with her daily tasks with a special focus on communication projects. The contract is based on a Convention d'immersion professionnelle with the possibility of hiring afterwards.

Tasks and responsibilities

- Contribute to the daily activities of the BSC
- Participate in writing of all types of documents in English
- Develop layouts for all types of documents
- Coordinate and participate in the organisation and management of our programmes in Competition Law and Law & AI
- Help the Manager to develop new tools for the online lectures
- Help the Manager to define work process management
- Monitor the website and social networks
- Create reporting of the lectures
- Encoding customer data in CRM
- Optimise of the company's branding
- Participate in the daily administrative tasks

Required profile

- **Bachelor's degree**
- You have a strong interest in project management and communication
- Strong verbal or written communication skills **in English**. A good knowledge of French and/or Dutch is an asset
- You are organised, creative, flexible and sociable
- You have a sense of initiative and attention to detail
- You have a good knowledge of social networks (LinkedIn), desirable knowledge of Mailchimp
- You are familiar with the Office suite (Outlook, Word, Excel, PPT)

We offer

- Friendly and dynamic working environment.
- **Full-time position** based in Brussels **starting as soon as possible**.
- **6-month fixed term internship contract (CIP¹) under the Belgian law** with the possibility of to be hired after the internship.
- Interviews will be held at the BSC office in Brussels. Only the candidates selected for interviews will be notified per email. Only short-listed candidates will be contacted for an interview.

Please send your **CV and motivation letter** to info@bsc.brussels

¹ Convention d'immersion professionnelle : <https://www.actiris.brussels/fr/citoyens/convention-d-immersion-professionnelle/>