SMEunited Management / Personal Assistant – Maternity Leave cover

Job Description

SMEunited is currently seeking a maternity leave replacement for a period starting **4 May** and ending approximately end of October, for the position of Management Assistant. This full-time position is based in Brussels and will report to the Secretary-General.

Your range of tasks consists of assisting the Secretary General in her daily work. You will offer support in meeting organisation, contact with partners and suppliers and other general administrative tasks. This position allows you to have a lot of personal contacts with SMEunited members and a variety of representatives from the European institutions and other stakeholders.

Do you work accurately and are you very organised? Can you easily handle the most common MS Office applications? Are you fluent in English and French, and do you also master other European languages? Are you a socially skilled person ready to work in an international environment, do you have a flexible attitude, and do you like to work in an independent way in a small team? Then we look forward to welcoming you in our team!

Overview of Tasks

Provide personal assistant services to the Secretary General including administrative support, diary and email management, office administration system management, meeting coordination and possible travel arrangements.

- Screen calls, enquiries and requests to the Secretary-General and President
- Diary management: planning and organising meetings and videoconferences and ensure that the Secretary General is well prepared for those meetings
- Prepare and follow-up meetings, draft minutes and ensure delivery of tasks (briefings, papers, presentations, triggering follow-up action, etc.)
- Schedule meetings and provide administrative support to meetings (organise attendees, venues and relevant catering, technical requirements)
- Send out communications to members for staff
- Book and co-ordinate travel and accommodation
- Sort, prioritise and draft internal and external correspondence as needed
- Maintain office systems, including email and other monitoring and filing (databases, etc.)
- Undertake other duties if requested

For this position, the candidate should have/be:

- Strong experience in the field of administrative management and hold a bachelor diploma.
- Fluent in English and French – Dutch is an asset
- Excellent communication and writing skills
- Fully IT skilled, with good knowledge of MS Office applications and remote meeting applications (Zoom, Skype for Business, Webex, Go-to-meeting).
- Attention to detail and high level of accuracy.
- Strong organisational skills.
- Excellent interpersonal skills and be a team player.
- Analytical, creative and problem-solving abilities.
- Strong time management skills.

Conditions

The vacancy is a full-time position with a replacement contract under Belgian law.

The position is based in Brussels. Applicants must have the right to work in Belgium. SMEunited offers a competitive salary package consisting of a monthly salary and several additional in-kind benefits. Attractive holiday plan is offered as well.

Contact

To apply, please send your CV and cover letter by e-mail to c.vanvaerenbergh@smeunited.eu – referral "SMEunited Management Assistant – maternity leave replacement" by 26 April.

Please note that only shortlisted candidates will be contacted. Applications will not be returned. The successful candidate will be required to start working 4 May.

About SMEunited

SMEunited is the employers' organisation representing the interests of Crafts and SMEs in Europe with around 70 member organisations from over 30 European countries. SMEunited is a recognised employers' organisation and European Social Partner and acts on behalf of crafts and SMEs in the European Social Dialogue and in discussions with the EU institutions. We represent national cross-sectoral Craft and SME federations, European SME branch organisations and associate members. We are a non-profit seeking and non-partisan organisation.