

The European Federation of Building and Woodworkers (EFBWW) is recruiting a full-time Administration and Communication Assistant (M/F) on a temporary basis.

The successful candidate will support the administration and communication activities of the EFBWW. This will be a temporary position. The proposed starting date is **1 October 2022 and until 1 March 2023.**

Tasks:

- General office duties ;
- Prepares and organises meeting in Belgium and abroad, deals with arrangements, contacts with service providers, and liaise with the political team ;
- Prepare documentation for meetings in support of the political team ;
- Attends meetings and prepares minutes ;
- Assists in making travel arrangements ;
- Drafts circulars, press releases and other external communications ;
- Manage the ongoing EFBWW campaigns on subcontracting and asbestos in support of the responsible Political staff ;
- Draft and edit the monthly EFBWW Newsletter ;
- Manage, update, and regularly feed EFBWW website and social media channels ;
- Close collaboration with other Administrative staff in order to guarantee good functioning of the Secretariat ;

Profile:

- Excellent spoken and written English is a basic requirement, knowledge of Dutch and/or French are considered ;
- Knowledge of Word, Excel, Outlook is absolutely essential
- Secretarial, organisational and administrative skills
- Good writing and editing skills
- Good knowledge of website management and social media expert
- Relevant administrative experience
- Accuracy and attention for details
- Able to work under pressure
- Able to work independently and in team
- Flexible and proactive

Our offer:

- Contract on temporary basis
- A full time job in a 34-hours working week

- Competitive wage, good wage conditions and fringe benefits (meal vouchers, group insurance, hospitalisation insurance, commuting allowance, 13th month bonus, extra days of holiday,...)
- A pleasant job with a varied range of tasks in an international environment
- Dynamic, agreeable work environment with respect for a good balance between work/private life

Procedure:

If you recognise yourself in the above description and are interested in applying, please get in touch as soon as possible. We look forward to hearing from you and getting to know you. Please email your CV and covering letter to:

gdpr@efbww.eu with "Admin/Communication Assistant" in the subject line of the email.

The deadline for applications is 15 September 2022.

The EFBWW is an equal-opportunities employer. It applies a policy of equality and considers applications without prejudice with regard to gender, race, sexual orientation, ethnic or social origin, political opinion, age or disability.

Proposed starting date: 1st October 2022.

European Federation
of Building
and Woodworkers

