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European Organisation of Agricultural, Rural and Forestry Contractors

Confédération Européenne des Entrepreneurs de Travaux Techniques Agricoles, Ruraux et Forestiers

Europäischer Zentralverband der land- und forstwirtschaftlichen Lohnunternehmer und ländlichen Dienstleistungsunternehmen

CEETAR is developing and is looking for additional staff

CEETAR, the European Confederation of Agricultural, Rural and Forestry Contractors is representing about 150,000 companies, which employ nearly 500,000 workers. Established in 1961, it aims to represent the interests of land-based contractors in legal, economical and technical issues at European level. Moreover, CEETAR aims to be a proactive force to support the economic vitality of the rural areas.

In addition, the staff of CEETAR is coordinating the secretariat of the European Metal Union. This organisation is representing the SMEs of the metalworking sector and is looking after the interests of its members with a view to rules and regulations, standardisation, training, labour law issues, etc...

More information can be found at ceettar.eu and emu-sme.eu

The activities of the organization are expanding and in order to sustain our growth, we are looking for an

Assistant to the Director Part - time

You will ensure the efficient day-to-day operation of the office, and support the work of management. You will perform various administrative and office support activities for the different organisations but predominantly for the European Metal Union.

Main duties:

- providing general administrative and executive support;
- organising meetings and ensuring the timely distribution of material to the participants;
- preparing with the director meeting agendas and supporting material for distribution;
- coordinating interpretation;
- drafting agendas, documents and reports;
- translating and coordinating the translation of documents;
- replying to general information requests by mail or phone;
- supporting the director with meeting, travel and other arrangements;
- updating of the website;
- assisting with membership;
- ad-hoc tasks.

Qualifications:

- high school degree in relevant discipline;
- very good communication skills;
- fluency in English and German (the latter mandatory); additional knowledge in Dutch and/or French were welcome;
- very good editing skills;
- strong practical IT skills;
- flexibility, imagination and organisational abilities;
- integrating results-based approach into your activities;
- open-minded and willing to learn to further develop your skills and competences.

This position is open to recent graduates. it will give an opportunity to learn general office procedures and will give insight into the non-profit/voluntary sector as a career choice. Depending on the quality of the work executed, exciting and challenging "growth tasks" and learning opportunities can be incorporated into the regular work responsibilities.

Working environment

The position is executed in Brussels, near the central station, in a usual office environment.

You will work half-time during standard working time with some flexibility to attend meetings and travel to some EU destinations with the management.

You will join a small team comprising the staff of CEETTAR and the staff of the Belgian associations member of CEETTAR and EMU.

Terms of contract

Part-time position, with a possibility to fill in the other part-time with a contract with the Belgian associations member of CEETTAR and EMU (same location).

Ideally a non-fixed term contract.

Wages and holidays according to the legal requirements. Additional benefits are possible.

Requests for information and applications (cover letter and CV in one of the four abovementioned languages) should be sent to Eric DRESIN at ceettar@ceettar.eu.

Deadline for application: 26 March 2017.

The selected candidate should ideally start in April or May 2017, but this timing is flexible.

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