

## Executive Assistant English/German/French

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Company: Bright Plus

Location: Brussels

Category: other-general

As the Executive Assistant to the Director General, you will join the Directorate General, which comprises the Director General, the Deputy Director General, three Advisers, a Secretary and yourself. You will be the Director General's right-hand and the first point of contact in the Directorate General for both internal and external interlocutors from the association's Member Federations, the EU Institutions, other business associations, etc.

The tasks include:

General and administrative support to the Director General, including mailbox and diary management;

Management and follow-up of communication (EN/DE/FR): emails, paper correspondence, telephone calls, etc.

Preparation and follow-up of meetings of BusinessEurope's statutory bodies (Council of Presidents, Executive Committee, Executive Bureau), together with the Deputy Director General in charge and with the Communications Department;

Travel arrangements;

Welcoming visitors;

Filing and archiving, etc.

You have a diploma of executive secretary, a Bachelor of Arts in multilingual communication

or equivalent;

**You have at least 5 to 10 years experiences in a similar position ;**

You have excellent oral and written communication skills in English (native or equivalent) and a good knowledge of German, French is a plus;

Collaboration with high-level profiles is desirable which discretion is a point of honor

You are proficient in IT tools (MS Office, Internet, Communication platforms like Teams, Zoom and Webex)

You are eager to work in an international environment and are used to work with people from different cultures;

You have the ability to handle confidential issues with tact and diplomacy;

You have an excellent presentation and a very professional attitude;

You have excellent interpersonal and organisational skills;

You are dynamic, proactive, flexible and able to deal with the unexpected and to work under pressure.

You will have the opportunity to work in an international association whose magnificent offices are located in the European district of Brussels

A very advantageous salary package including meal vouchers, fixed costs, healthcare/hospitalization insurance, group insurance, smartphone with monthly subscription, full reimbursement of public transport costs.

Sector: Andere

The association is the leading advocate for growth and competitiveness at European level, standing up for companies across the continent and campaigning on the issues that most influence their performance. A recognised social partner, we speak for enterprises of all sizes in 36 European countries whose national business federations are our direct members.

The organisation is headquartered in Brussels at the heart of the EU institutions. They

work on behalf of our member federations to ensure that the voice of business is heard in European policy-making. They interact regularly with the European Parliament, Commission and Council as well as other stakeholders in the policy community. They also represent European business in the international arena, ensuring that Europe remains globally competitive.

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