

Personal Assistant h/f/x

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Company: Unique

Location: Brussels

Category: other-general

Description:

As part of your role you will :

Managing a complex schedule of business meetings, conferences, personal appointments and travel.

Handling day-to-day correspondence and drafting business letters.

Preparing the form and content of all internal and external meetings and events for the Executive Director and taking minutes where necessary.

For internal and external meetings and events, you will research and collate documents and background information, prepare papers and presentations.

Organise statutory and high-level meetings.

Organise travel and bookings; manage all aspects of travel, logistics and expense claims.

If required, you will provide support at events.

Coordinating between the Executive Director and the team.

Profil

Minimum 8 years relevant work experience after obtaining a bachelor degree;

Fluency in written and spoken English and French, good knowledge of another major European language is considered a plus;

Excellent communication skills: verbal, written, report writing and presentations;

Strong personal and excellent organisational skills;

A high degree of computer literacy - fully conversant with MS Office;

Strong time-management and multitasking abilities;

Positive mindset, professional attitude, solution oriented, and able to remain calm under pressure and keep to tight deadlines;

Team player, able to build good working relationships with colleagues;

A flexible and proactive attitude to work.

Offre

A permanent and full-time CDI

Starting date: as soon as possible

A very competitive compensation package

The opportunity to work in a quality-oriented and intellectually stimulating environment in very nice and premium located offices.

Entreprise

The role of this organisation is to represent the interests of its members on the EU political stage. Their main objective is to support the improvement of the commercial and regulatory environment for European rail operators and rail infrastructure companies.

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Cross References and Citations:

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