

Personal Assistant h/f/x

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Company: Unique

Location: Ixelles

Category: other-general

Omschrijving:

Are you looking for **an exciting job** as a personal assistant in **an international environment**?

Are you **fluent in French and English**? Do you have several years of experience as an assistant ? Good news!

We are looking for a **Personal Assistant (m/f/x)** for one of our clients, an NGO promoting sustainable transport.

As a **Personal Assistant (m/f/x)** you will:

Manage the Director's travel arrangements (including visas/accommodation).

Organise meetings and ensure that the Director is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers.

Process correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director, or other staff as appropriate.

Screen calls, enquiries and requests, and deal with them when appropriate.

Manage arrangements for Board and annual general assembly meetings, including production/distribution of agenda and papers.

Produce documents, briefing papers, reports and presentations for the Director.

Meet and greet visitors at all levels of seniority.

Assist/support Executive Director, in arranging funding partner and other events.

Any other duties as may reasonably be required by the Director

Profiel

For the position of **Personal Assistant (m/f/x)**, the successful candidate will have the following profile:

Bachelor's degree or equivalent.

Several years of experience as a Personal Assistant.

Experience within EU institutions and related organizations in Brussels.

Fluency in French and English.

Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint.

Excellent attention to detail, with the ability to maintain a high level of accuracy.

A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.

Ability to work on own initiative.

Knowledge or interest in EU Transport Policy.

Aanbod

For the position of **Personal Assistant (m/f/x)** our client offers:

A contract until end of December with possible extension and permanent role.

A salary according to experience.

The possibility to work in an international company.

Bedrijfsinfo

Our client is Europe's leading NGO in the transport sector, promoting sustainable transport.

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Cross References and Citations:

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