

SECRETARY/ADMINISTRATIVE ASSISTANT

The European Biodiesel Board, also known as EBB, is a non-profit organisation established in January 1997. EBB promotes the use of biodiesel in the European Union. EBB groups the major EU biodiesel producers, counting today 71 member companies and associations located in 23 Member States.

We are currently looking for a dynamic and motivated SECRETARY/ADMINISTRATIVE ASSISTANT to expand our Brussel's office.

Tasks

Assist the Secretary General and the other Project Managers in the day to day work of the Federation, including:

- Report to the Secretary General and provide general secretarial support to the Project Managers
- Finalise, distribute and file documents and reports
- Organise meetings, appointments and business trips for EBB Staff
- Assist the EBB staff in attending external events (conferences)
- Handle telephone contacts with Members and follow project information flow
- Keep databases and work plan up-to-date

The ideal profile

- Certified secondary-level education with secretarial training and/or equivalent professional experience
- Minimum 2 years of relevant professional experience
- Excellent knowledge of the standard computer tools MS Office Tools (Word, Excel, Power Point, Access)
- Excellent knowledge of written and spoken English and a good knowledge of French Knowledge of other EU languages would be considered an advantage
- Strong sense of responsibility and initiative
- Good organisation skills
- Rigorous and able to meet deadlines and priorities
- Excellent team spirit
- Ability to work reliably and accurately, to tight deadlines and under pressure
- Flexibility and availability

Work place: Brussels

Starting date: as soon as possible

Please send your cover letter and CV (with picture) to:

Mr. Raffaello Garofalo – Secretary General

jobs@ebb-eu.org

! CVs should **not** be sent in the Europass format!

Applications should reach EBB as soon as possible and no later than May 15th 2010

23 April 2010