

The European Trade Union Confederation is seeking to employ an

English Speaking Project Assistant on a full time basis until 31 Dec 2014.

Under the supervision of an ETUC Confederal Secretary, the project assistant will support a small team running an EU funded project on cohesion policy. The successful candidate will also work with the ETUC organisation department, providing assistance in running a variety of other projects and conferences.

Job Description

Daily coordination and administration of the cohesion project and other meetings and conferences across the ETUC (organising and follow up of meetings and seminars, preparation and translation of invitations and agendas)

Collecting and analysing data related to projects and updating existing information accordingly

Collating and preparing, in a timely manner, all information needed for technical reporting to the European Commission, including validating invoices, preparing final reports etc.

Proof reading and editing texts in English

Profile

Excellent written and spoken English (preferably mother tongue level), excellent command of French, other languages would be an asset.

Relevant experience in managing EU funded projects

Strong organisational and interpersonal skills

Ability to work independently and as part of a team

Good command of MS Office tools

We offer

We offer a competitive salary, excellent working conditions and a challenging job in a European environment, as part of a friendly and motivated team.

The daily work will be undertaken in the ETUC offices in Brussels. A certain amount of travel will be required.

The contract will be for 11 months on a full time (34 hours per week) basis.

Starting date: 1 Feb 2014

Please forward a CV and covering letter to Sinead Tiernan, Head of HR, stiernan@etuc.org by Friday 17 Jan 2014.