

The Office of the Brussels Commissioner for Europe and International Organisations is recruiting a

MANAGEMENT AND COMMUNICATIONS ASSISTANT

The [Brussels Commissioner for Europe and International Organisations](#) (CEIO) acts as a mediator between the Brussels authorities and representatives of European and international institutions based in Brussels. In practical terms, this means that the CEIO acts as a one-stop shop for all requests from European and international institutions relating to urban planning, safety, mobility and the development of public spaces, and ensures the necessary coordination. The CEIO must also be consulted on any public project likely to have an impact on international organisations and their presence in Brussels. In this regard, the CEIO formulates opinions and recommendations for the Brussels government. Finally, through its Expat Welcome Desk, the CEIO also provides administrative assistance to people who settle in the Brussels-Capital Region as part of their professional activities in and around European and international institutions.

MAIN TASKS: MANAGEMENT ASSISTANCE

- Managing the Commissioner for Europe's diary and timetable, scheduling appointments and meetings;
- Manage his inbox and screen telephone calls;
- Gathering the documents needed for the Office's meetings: various notes, brochures, reports and other communication materials;
- Organise various meetings in support of the advisor responsible for institutional liaison;
- Prepare and take care of the logistical aspects of the various meetings, including the general assembly and the board;
- Manage the follow-up and archiving of correspondence and important documents;
- Oversee orders for equipment and supplies;
- Act as SPOC / IT support, including contacts with Paradigm, IrisNET and IrisLINE for assistance and purchases.

MAIN TASKS: COMMUNICATIONS

The assistant will also be responsible for important communication tasks, working closely with the Advisers responsible for institutional liaison and the Expat Welcome Desk. Initially this will involve carrying out practical tasks, but there are opportunities for a candidate interested in institutional communications to move into a more strategic role.

- Publish content on our various communication channels: website, regional website, social networks;
- Write texts for these communication channels;
- Coordinate the newsletter and digital mailings;
- Help manage promotional campaigns for seminars and events;

- Participate in the organisation of certain events;
- Coordinate the writing, translation and graphic design of certain digital and paper communication media: annual activity report, brochures and leaflets, invitations, etc.

PROFILE REQUIRED

- Multilingual FR/EN/NL
- Hold a bachelor's degree in communications, public relations, European affairs or executive secretarial work, or have equivalent experience;
- Initial experience of managing diaries, meetings or events;
- Initial experience in communications and digital tools is a plus.

EXPECTED SKILLS AND QUALITIES

- Be a versatile and organised person who can manage a multi-tasking role while maintaining an overall view of the work to be done;
- Be autonomous in planning and organising their work and show initiative, flexibility and adaptability;
- Have good computer knowledge and skills;
- Be able to write well and have an excellent command of written and spoken French and English;
- A keen interest in Brussels' international environment;
- Demonstrate a strong ability to work as part of a team;
- Demonstrate a sense of responsibility and respect for commitments.

WE OFFER

- In addition to remuneration, a full 13th month's pay, luncheon vouchers and a STIB season ticket;
- A pleasant working environment in a small, dynamic team;
- A permanent contract (40 hours per week).

HOW TO APPLY

Submit a curriculum vitae listing significant experience (professional or other) and a covering letter demonstrating the applicant's interest in the position by **28 February 2025** at the latest to ahutchinson@commissioner.brussels and kimpens@commissioner.brussels.