

## UNIFE - the European Rail Industry

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### Operations Manager

Brussels, 4 April 2017

#### **About UNIFE**

UNIFE represents ([www.unife.org](http://www.unife.org)) the European rail supply industry in Brussels since 1992. The Association gathers more than 80 of Europe's leading large and medium-sized rail supply companies, active in the design, manufacture, maintenance and refurbishment of rail transport systems, subsystems and related equipment. A further one thousand suppliers of railway equipment partake in UNIFE activities through 14 national rail industry associations. UNIFE Members have an 84% market share in Europe and supply 46% of the worldwide production of rail equipment and services.

UNIFE represents its Members' interests at the level of both European and international institutions. Moreover, UNIFE informs its Members on all European policies and funding instruments of interest for the sector.

#### **Job Description**

We are looking for an Operations Manager who will be working under the responsibility of the Director-General and in close cooperation with the Chief Financial Officer. The person will be in charge of:

- Assistant to the Director-General
  - Prepare detailed dossiers for meetings and business trips, including key documents, transport tickets and hotel vouchers
  - Organize and maintain Director-General's agenda and making appointments
  - Devise and maintain the filing
  - Routine filing, copying, scanning and printing
- Office Co-ordinator
  - Perform various administrative or organizational tasks (for example: classifying documents, keeping data files up-to-date, data centralization, post distribution, handling the incoming calls pleasantly and quickly, welcoming visitors, organizing meetings and internal events and ensuring that all the logistical provisions are present for these meetings, etc.);
  - Request offers, selecting suppliers and negotiating the purchasing of goods (regarding kitchen or office supplies)
  - Manage the presence of the staff, the meal vouchers and the health insurances
  - Send mass postal mailing campaigns

This list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

#### **Candidate's requirements**

- Degree in a relevant field
- Previous experience in a similar job required, 1-3 years of experience in providing logistical and administrative support to a team, preferably in an international environment
- Excellent knowledge in English, written and spoken (knowledge of other European languages, especially French, is an advantage). Good knowledge of Microsoft Office package (*aptitude test will be given*)
- Good organizational skills and attention to details (*aptitude test will be given*)
- This position will not translate into a future job in a different unit

#### **We offer**

- A stimulating and dynamic international environment
- Financial compensation

#### **Recruitment process**

- CV and cover letter to be sent to [paulina.pineda@unife.org](mailto:paulina.pineda@unife.org) by 14 April 2017 (No phone inquiries please)
- Interviews will take place between 17 and 20 April