

Personal Assistant to the UNIFE Director General

Brussels, 8 July 2024

General responsibilities

Reporting directly to the UNIFE Director General, the Personal Assistant is responsible for organising all his activities and provides key administrative and logistical support.

Key responsibilities

- Manage a complex calendar of professional meetings, conferences, personal appointments, and travel arrangements
- Handle daily correspondence and draft business letters
- Receive and screen phone calls and redirect them when appropriate
- Provide administrative support (Expense reports, Travel arrangements and bookings, etc.)
- Ensure the preparation of all UNIFE internal and external meetings and events for the UNIFE Director General, both in form and content
- Attend meetings and keep minutes
- Research background materials and information, prepare documents and presentations
- Organise UNIFE high-level meetings
- Support with UNIFE events as needed

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the job.

Required skills and qualifications

- Minimum 5 years relevant work experience after obtaining a bachelor degree (or similar)
- Fluency in written and spoken English and French, good knowledge of another major European language (ideally German) is considered a plus
- Excellent verbal and written communication skills
- Strong personal and excellent organisational skills
- A high degree of computer literacy; Excellent knowledge of Microsoft Office suite (Excel, Word, PowerPoint)
- Strong time-management and multitasking abilities
- Positive, professional attitude, solution oriented, and able to remain calm under pressure and to tight deadlines
- Team player, able to build good working relationships with colleagues
- A flexible and proactive attitude to work

Application process

- **CV (in EN) and motivation letter (in EN)** to be sent to UNIFE HR Manager ad interim Eric.Denis@unife.org by **19 July 2024**
- Interviews will take place at UNIFE premises in Brussels
- Envisaged starting date: **1 September 2024**