

November 2019

## Job description

### Assistant for the Trade Department

#### POSITION

Full-time assistant for our Trade Department

#### REPORTS TO

International Trade &amp; Economics Director

#### POSITION SUMMARY

Support to the International Trade &amp; Economics Director

#### MAIN TASKS AND AREAS OF RESPONSABILITY

##### Secretariat functions

- support to advocacy activities
- drafting lay-out of studies, reports and documents
- analysis of statistical information, creating databases, graphs and charts
- select information from the internet, press, statistical databases, in-house documentation
- organisation of meetings and appointments
- management of the agendas

#### SKILLS – QUALIFICATION REQUIREMENTS

- ❖ **Technical:** Excellent knowledge of Word, Excel, Outlook, PowerPoint. Experience with COMEXT and other similar databases is a plus.
- ❖ **Functional:**
  - quantitative analytical skills & ability to work with numbers
  - good drafting skills (in English)
  - interest in European affairs
  - accurate, ability to take ownership on issues and deliver high quality results
  - strong team player
  - Bachelor's degree in European studies, administration or any other relevant field.
- ❖ **Working languages:** Excellent written and spoken English. Fluent French and any other language is a plus.
- ❖ **Candidate must be based in Brussels.**

**Please send your application and CV**

**to Elena Vyboldina Email: [vyboldina@eurometaux.be](mailto:vyboldina@eurometaux.be)**

Eurometaux is the Brussels-based association which represents the European non-ferrous metals industry. It maintains an open and constructive dialogue with the European authorities and international or intergovernmental bodies in all areas of policy and legislation which affect the industry, in order to ensure early consultation and promote the industry's views and positions.

