

Executive/Communications Assistant (DE, EN, FR) (35 hours per week)

**Do you have good organisational skills?
Do you enjoy communicating with international associations?**

We have the right job for you!

Start date: as soon as possible

Our organisation, the **European Milk Board**, works to support fair production in agriculture. To support us in this work, we are looking for an **Executive/Communications Assistant**. With 21 member organisations from 16 countries, we are committed to socially sustainable agriculture throughout Europe with its positive effects on employment, rural areas, the environment and the diversity of quality milk.

As a key person in our non-profit organisation, you will play a central role in organizing our daily work. As an exceptional planner, you enjoy supporting the management and your colleagues in carrying out varied and challenging tasks and coordinating projects autonomously. You have a passion for languages and are an excellent communicator, and will be in constant contact with our 21 member organisations in 16 different countries, as well as with political institutions, the press and various NGOs in German, French and English. You are able to use your legal, economic and computer skills to support the administrative and organisational management of the association. Multi-tasking, precision and organisation are just some of the key words that describe you.

To strengthen our team, we are looking for an Executive/Communications Assistant to carry out **the following tasks:**

- Coordination of meetings and organisation of international events (conferences, actions, general assemblies, press events)
- Ensuring members' availability and participation in meetings and events.
- Work and follow-up in various fields of the association's management, including the legal field
- Taking minutes
- Contact with member organisations, political institutions and the press
- Managing the website and social networks in 3 languages
- Sending out press releases
- Drafting written requests to the European institutions
- Coordination work in a trilingual environment (among others, coordinating translations and written documents in the three languages in co-operation with external professional translators)

You have **the following skills:**

- Education/training: executive assistant, trilingual secretary, modern languages or translation/interpretation, or other similar training.
- Languages: French, English, German. Other languages are an asset.
- Very good communication skills (oral and written in all three languages): oral fluency, willingness to interact with different stakeholders in several languages, very good spelling and grammar, good writing skills

- Very good organisational skills: ability to work in a team and independently, manage priorities, meet deadlines, enjoy supporting other individuals or member organisations in their time management
- Computer skills: MS Office suite, video conferencing tools such as Zoom and MS Teams, content management tools such as Typo3, Mailchimp
- Thoroughness, organisation, reliability, precision, versatility, team spirit, patience
- Enjoy using social networks
- Experience in administrative and communication work and an interest in agriculture is an asset.

Our office is located in the heart of the European quarter, in the Residence Palace (rue de la Loi 155, 1040 Brussels). Possibility to work from home.

If you think you are the right person for the job and you care about the future of dairy farming, please send your application to the following address: coordination@europeanmilkboard.org. Applications will be considered on a rolling basis.

European Milk Board asbl

Rue de la Loi 155
1040 Brussels / Belgium

Information (from Monday to Thursday): Vanessa Langer, Phone nr.: +32 (0)484 53 35 12, langerv@europeanmilkboard.org