



Collaborator joint secretariat

Job description

We are currently looking for a secretary at the Euroregion Tyrol - South Tyrol - Trentino liaison office in Brussels, offering a unique opportunity to work at the heart of Europe. This dynamic position will enable you to interact with European institutions, help organize events and contribute to exciting international projects. If you have excellent organizational skills, are fluent in German and Italian, and want to work in a stimulating environment, this is the job for you !

Who are we?

The Euroregion Tyrol - South Tyrol - Trentino Liaison Office in Brussels has been representing the common interests of these three regions to the European institutions since 1995. It facilitates cross-border cooperation in the fields of politics, economics, the environment and education. It also plays a role in influencing and organizing events to promote the Euroregion's priorities within the EU.

Missions and tasks

- Financial management support
- Secretarial and administrative support, including technical support and event management.
- Office and building management support: contracts with external suppliers, inventory.
- Support for human resources management, in part.

Profile required

- High school diploma/or Bachelor Degree in Business and/or Accounting and/or Finance and/or International Relations and/or European Affairs and related subjects.

Technical skills

- Mother tongue Italian and/or German, good working knowledge of English and French.
- Good knowledge of MS (Excel and Word).
- Good drafting of professional e-mails.

Transversal skills

- Good stress management skills.
- Analytical skills
- Able to manage several tasks at the same time.
- Proactive, problem-solving skills.
- Ability to prepare order forms.

Offer

- A Belgian law contract of 38H/week, for a period of one year, with potential renewal.
- An attractive salary package
- 20 days vacation per year

Application

If you are interested in this position, please send your CV and a cover letter to:

secretariat@europaregion.info

For more information, please visit our website at:

<https://www.europaregion.info/en/brussels/>