



Collaborator Common Secretariat

Job description

We are currently looking for a secretary at the common secretariat of the Representation of the European Region Tyrol-South Tyrol-Trentino 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, and want to work in a stimulating environment, this is the job for you!

Who are we?

The European Region 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 priorities of the European Region within the EU.

Missions and tasks

- Secretarial support
 - Management of mail, emails and phone answering
 - Welcoming guests and new staff members
 - Support in updating the common website
 - Purchase management of office and event material
- Logistical and technical support for organizing events (including hybrid events) and group visits
- Building management including the coordination of reparation interventions

Profile required

- Autonomous user of German and Italian, good knowledge of English – French is an asset
- Autonomous user of MS Office package (Outlook, Word, Excel, PowerPoint required)

- Good organizational and communication skills including sound stress management
- Ability to multitask and work autonomously
- Willingness to learn and apply accordingly the administrative procedures of three different public administrations
- Proactive, analytical and problem-solving skills

What we offer

- One-year temporary contract, 38 hours/week, under Belgian law, eventually renewable
- Attractive remuneration package
- 20 days/year of holidays

Application

Please send your CV and a letter of motivation in English, by June 5, 2026 to the following address: accountancy@europaregion.info

For more information, please visit our website
<https://www.europaregion.info/en/brussels/>