



Administrative Assistant

FEA - European Aerosol Federation
Brussels, Belgium

The FEA (Fédération Européenne des Aérosols or European Aerosol Federation) represents 18 European countries which include more than 500 small & medium-sized enterprises (i.e. SMEs) and multinationals active in the aerosol industry. It also has close links with aerosol associations worldwide.

The FEA is currently looking to recruit a part-time Administrative Assistant for a 4-month replacement of maternity leave.

Main Tasks & Responsibilities

- Provide administrative support to the Secretary General on a daily basis;
- Receptionist's role; meet and greet visitors;
- Monitor and maintain the extranet and public website: Keeping internet pages and databases up-to-date;
- Setup and coordinate internal meetings and catering;
- Handle publications sales.
- Related desk duties as appropriate

Qualifications

- Excellent command of written and spoken English is a must (working language);
- Additional language (French) is an asset;
- Excellent organizational and administrative skills;
- Independent, dynamic, flexible, pro-active, open minded and result-driven;
- A sound knowledge of the MS Office package; Experience dealing with a Content Management System is an asset;
- The ability to work autonomously and perfectly manage time and priorities;
- An easy-going personality with a friendly, professional and helpful attitude;
- Able to multitask and take initiatives.

This is a part-time (50%) job for a fixed 4-month period starting on the 1st of March 2012. The working hours will be discussed and agreed upon with the candidate.

Please send your letter of motivation and CV, before the 31st of January 2012 to the attention of the Secretary General by e-mail at info@aerosol.org

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