



Cefic, the *European Chemical Industry Council*, is both the forum and voice of the European chemical industry. It aims to maintain and develop a prosperous chemical industry in Europe by promoting the best possible economic, social and environmental conditions to bring benefits to society.

Cefic is located in Auderghem and employs more than 160 people.

To strengthen the Product Stewardship activities, **Cefic** is actively looking for a (M/F):

Assistant Product Stewardship

Responsibilities

- Provide administrative, organisational and practical support to the REACH cluster
- Reports to the Director for REACH and CLP
- Assist the REACH Director/Managers by preparing documentation ahead of Committee meetings (RAC, SEAC, Member States, Management Board, PBT, PEG, HelpNet) in ECHA (European Chemical Agency) and EU Commission (CARACAL)
- Distribute critical documents to the membership, Sector Groups and relevant Member Companies
- Draft agendas for key internal REACH-related meetings, answer incoming phone calls and handle invoices
- Organise working groups meetings, web meetings, conference calls and workshops
- Organise business trips, handle travel reservations and travel expenses
- Update membership list (using eCRM), file/archive e-documents and use of Cefic internal tools e.g. Click-in workplace, Send-it, Emailr, Cefic paperless office.

Requirements

- Bachelor's degree in Office Management or equivalent
- 2-3 years of working experience in a similar position
- Fluency in English (written and spoken)
- Excellent knowledge of MS Office (Word, Excel, PowerPoint)
- Excellent organisational skills required
- Pro-active in order to help colleagues

Are you interested?

Please send your application with full curriculum vitae **before 31 March 2017** to: Cefic, Gert Roelandt, Human Resources Manager, Avenue E. van Nieuwenhuysse 4, B – 1160 Brussels
E-mail: gro@cefic.be