



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.

The chemical industry is a € 500+ billion industry, providing over 1 million direct jobs and nearly 2.5 million indirect jobs in Europe. The chemical industry is the “Industry of Things”. The industry's products are essential to 95% of everything manufactured: hygiene, health, mobility, construction, computers and electronics all rely on the chemical industry. The sector is also critical to meeting future needs, such as developing energy sources or managing scarce resources. The chemical industry is essential for achieving the UN Sustainable Development Goals.

Cefic is located in Brussels to represent the industry vis-à-vis EU institutions and involve member federations and companies in European advocacy. We employ more than 150 people.

For its Petrochemical department, Cefic is looking for a (M/F):

Assistant

Mission of the role:

Petrochemicals Europe is looking a responsible Assistant to perform a variety of administrative and clerical tasks. Duties of the Assistant include providing support to our Sector Group managers, assisting in daily office needs and managing Petrochemicals Europe general administrative activities. The Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you also have previous experience and familiarity within our industry, we would like to meet you. The preferred candidate will also work on social media content management under the supervision of the Communication Manager.

Are you inspired by these responsibilities?

You will:

- Organize meetings (face-to-face and online), conference calls, and appointments of various Sector Groups,
- Schedule travel arrangements of Sector Group Managers,
- Assist with event planning and implementation, including a yearly EEPC workshop,
- Follow-up on activities and projects of Member companies ; handle or initiate replies to members’ requests and queries,
- Prepare meeting dossiers as well as meeting minutes and follow-up reports,
- Prepare regular reports, gathering, summarizing, analyzing data and updating specific databases
- Prepare invoices, assist in budget preparations and financial follow-ups,
- Archive documents and minutes according to Cefic internal procedures,
- Maintain office filing and storage systems; monitor and maintain office supplies
- Read and route incoming mail and process outgoing mail, letters and phone calls,
- Provide backup administrative support to several Sector Groups within Petrochemicals Europe, managed by several managers,



- Update and edit presentations, prepare graphs, help with data management
- Manage content (create, edit, post, update) on Sector Group social media (Twitter, LinkedIn).
- Prepare a weekly activity reports.

Can you make the difference?

The successful candidate will be a highly experienced professional who demonstrates the following **experience and competencies**:

- Proven experience in communications and /or in an assistant role
- Good written and oral communication skills with the ability to understand and explain complex policy and scientific issues in a simple yet engaging way
- Good computer, web management and social media skills
- Excellent time management and organisational skills with the ability to prioritise workload and multi-task
- Good interpersonal (communication) skills and pro-activeness
- Excellent writing skills in English (C1 level) ; other languages is an asset
- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint)
- Basic accounting skills

Required personal qualities:

- Attention to detail and problem solving skills
- Curious and a quick learner
- Proactive and taking initiative
- Result-oriented team player
- Charismatic personality with good social skills
- Empathy
- Commitment
- Ability to listen
- Flexibility
- Customer oriented attitude.

Are you interested?

Please send your application with full curriculum vitae **before April 30th 2018** to:

Cefic

Jessica Bart-Williams, HR Assistant,
Avenue E. Van Nieuwenhuysse 4,
B-1160 Brussels.
E-mail address: jobs@cefic.be