



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. Euro Chlor is a Sector Group of Cefic, representing 98% of the chlor-alkali industry in Europe. On behalf of its members, it is active in the areas of regulatory affairs, technology and safety, science and communication

To reinforce the **Euro Chlor** Sector Group, **Cefic** is actively looking for an enthusiastic (M/F)

Assistant

Mission of the role:

Euro Chlor is looking for a Management Assistant who will provide support to our Sector Group managers, assisting in daily office needs and managing the general administrative activities of the department. The Assistants’ 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.

Are you inspired by these responsibilities? You will:

- Provide support for the organisation of international meetings (also abroad):
 - send out invitations, registration forms and supporting documents to members,
 - organise travel & social events,
 - follow up on the logistics during and after the meeting,
 - provide on-site assistance when required, including during the Euro Chlor General Assembly.
- Organise conference calls and web conferences for managers and directors.
- Assist in budget preparations and financial follow-up; assist in preparing and distributing invoices to the membership.
- Maintain internal and external databases to ensure good communication towards the members.
- Archive documents and minutes according to Cefic internal procedures.
- Actively contribute to the activities of the Euro Chlor department.



Can you make the difference?

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

- A bachelor's degree in Office Management or similar.
- Previous working experience as a management assistant or a similar role, experience within a member association is an asset.
- Excellent time management and organisational skills.
- Good written and oral communication skills.
- Very good knowledge of MS Office tools is indispensable.
- Good computer, web management and social media skills.
- Excellent level of English, written and spoken. Knowledge of other languages is an asset.

Required personal qualities:

- A good team player who is able to work independently.
- Passionate about conscientious work and attention to detail.
- Ability to multitask and manage different priorities.
- Strong interpersonal skills and ability to negotiate and resolve conflicts;
- Curious, fast learning and willing to improve continuously.

Are you interested?

Please send your application with full curriculum vitae **before 23 November 2018** to

Jessica Bart-Williams, HR Assistant,

Cefic

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B-1160 Brussels.

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