



**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 Specialty Chemicals department, Cefic is looking for a (M/F):

## **Assistant**

### **Mission of the role:**

The Specialty Chemicals Department 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:

- Organize meetings and follow-up with sending invitations and registration forms to members,
- Organize travel and booking of social events
- Maintain internal and external databases to ensure good communication towards our members
- Prepare and distribute documents such as meeting dossiers and invoices to members
- Assist in budget preparations and financial follow-ups,
- Archive documents and minutes according to Cefic internal procedures,
- Be the focal point for communication activities of the sector groups
- Attendance to external meetings in support of Sector group manager
- Actively contribute to the activities of the Specialty Chemicals department



### **Can you make the difference?**

The successful candidate will be a highly 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
- Good written and oral communication skills
- Very good knowledge of MS Office tools is a must
- Good computer, web management and social media skills
- Excellent time management and organisational skills
- Good interpersonal (communication) skills
- Excellent level of English, written and spoken. Knowledge of other languages is an asset

### **Required personal qualities:**

- Passionate about conscientious work and attention to detail
- Proactive and taking initiative
- Ability to multitasking and manage different priorities
- Flexible with excellent communication and organizational skills
- A team-player whilst being able to work independently
- A fast learner who is curious and continuously looking to improve.

### **Are you interested?**

Please send your application with full curriculum vitae **before 17 May 2018** to:

Cefic

Jessica Bart-Williams, HR Assistant,

Avenue E. Van Nieuwenhuysse 4,

B-1160 Brussels.

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