



**Local & Regional
Europe**

Logistics and Administrative Assistant

Application pack

*Council of European Municipalities and Regions
Registered in the Register of Interest Representatives
Registration number: 81142561702-61*

- Are you very organised, rigorous and do you pay attention to details?
- Do you want to embrace administrative work in order to support an ambitious organisation?
- Do you want to be part of a collaborative team where your competencies will be highly useful?

... then becoming a **Logistics and Administrative Assistant** at CEMR may be your best choice!

Your mission:

You will be a member of the administrative team of the organisation and provide the following tasks:

Logistics:

- Travel arrangements for staff members, elected representatives, experts (booking flights and hotels); preparation of the expenses claims upon return ;
- Assistance in the organisation of meetings, both on-line and in presential (rooms, catering, interpretation, attendance lists...);

Administration:

- Proof reading of documents and translation;
- Update and maintain the contact database and the online public calendar;
- Extranet: first point of contact with members who have problems with the tool, create profiles, etc.

Human Resources:

- Assistance in the recruitment of interns;
- Support the creation of a training catalogue for colleagues;
- Writing the bi-monthly CEMR internal letter: collect information from the teams, draft the MEMO, disseminate

Your profile:

- You have a degree in administrative studies or equivalent by experience;
- You have ideally a minimum of 3 years of experience in office administration functions;
- You are familiar with the EU world in Brussels;
- You are perfectly bilingual English-French (both spoken and written skills) and a good Excel user;
- You have a very good command of digital tools (Slack, Zoom, WebEx, databases);
- You are rigorous and organised; you pay attention to details and procedures;
- On the human side, you are a positive, accountable and tenacious person; You enjoy being in contact with people and you have strong interpersonal skills;

We offer:

- An open, international, young and flexible work environment;
- A valuable experience with the European institutions;
- A long term contract;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter (one document in French, the other one in English) telling us about your motivations and interests to : ahemerijckcv@actiris.be before 23h59 – 10 October 2021. Please put CCRE Position in the title of the email. Only short-listed candidates will be contacted.

CEMR is an equal opportunity employer.

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 40 European countries. Together these associations represent some 100,000 local and regional governments.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

www.cemr.eu
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