



## Vacancy: Administrative Assistant

The EACB Secretariat is looking for an Administrative Assistant for its secretariat.

### PORTFOLIO

The administrative assistant is part of the overall team of assistants of the Association. His/Her responsibilities however, lie with the support of the secretariat.

The assistant will have following tasks:

Support of the secretariat in general, Executive Assistant, Heads of Department, the teams and the EACB members regarding the following tasks:

- **Administrative support** such as:
  - Visitors' reception;
  - Purchase of stationary and other supplies (beverages, cleaning, products, offices' supplying, etc....);
  - Manage and keep overview of agenda's, meetings and travel in consultation with department heads, initiate preparation for travel;
  - Prepare telephone calls and video conference;
  - Prepare meeting files;
  - Organise appointments;
  - Organise travel arrangements and handle expense reports;
  - Manage and maintain Databases;
  - Contact person with IT providers.
- **Working group support** such as:
  - Preparation of meeting documents (format only);
  - Preparation of off-site meetings (hotel, dinner);
  - Preparation Brussels meetings (meeting room, coffee/tea, catering).

### PROFILE

- Flexible person with an interest in European Affairs;
- Willingness to work in an international context;
- Excellent communication, diplomatic and organisational skills;
- Excellent knowledge of Microsoft Office (word, excel, ppt, outlook, etc.);
- Excellent written and spoken English and French, other EU languages an asset;
- Self-motivated and positive attitude;
- At least 2 years of professional experience in a similar position;
- Familiar with website uploading of documents will be considered as a plus;
- Solves problems using standard procedures.

### BENEFITS

The European Association of Co-operative Banks (EACB) represents the interests of co-operative banks in Europe. With 28 members representing 3.000 banks, co-operative banks have a long

**The voice of 2.914 local and retail banks, 81 million members, 209 million customers in EU**

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tradition in serving 209 million customers, mainly consumers, retailers and SMEs. Quantitatively, co-operative banks in Europe represent 81 million members with a total average market share of about 20%.

The EACB offers a dynamic work environment in an international and multilingual team of policy experts.

We offer a competitive remuneration package, including lunch vouchers, group insurance and transport allowance.

### **APPLICATION PROCESS**

Please address your CV and cover letter by 21 April 2019, giving details about your ability to start to:

**Ms. Nathalie Corbisier**

Executive Assistant

European Association of Co-operative Banks

Rue de l'Industrie 26-38

1040 Brussels

Email: [n.corbisier@eacb.coop](mailto:n.corbisier@eacb.coop)

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### **PRIVACY POLICY**

Dear Applicants, please note that we process this data for recruitment purposes only and we will not share it with anyone else. We would like to keep this data until our open role is filled. [We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you.] When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to [our privacy policy](#). In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.