

ECTRI (European Conference of Transport Research Institutes) is an international non-profit association created in 2003. It is composed of 27 leading national transport research institutes and universities from 20 European countries united to promote the excellence of European transport research. All together they account for more than 4,000 European scientists and research staff in the field of transport. In order to further improve the services for its members, ECTRI is looking for an:

Office assistant

I. Main missions

- Follow up of accounts and budget issues
- Logistical organisation of events (annual Assembly meetings, Board and other meetings, conferences, workshops)
- Support to communication tools development (leaflet, newsletter and poster) and Website content update
- Support to EU projects management
- Staff travel arrangements
- Preparation of internal and external meetings' files and setting up meeting rooms
- Administrative and secretarial duties

II. Candidate profile

- 1-3 years relevant professional experience
- Full proficiency in English; good command of French; other languages will be an asset
- Experienced in using Microsoft office tools and emails software
- Excellent interpersonal, organisational and time management skills
- Keen eye for detail
- Dynamic, proactive, flexible and able to work under pressure with a professional attitude
- Eager to work in a multicultural environment
- Knowledge in communications will be an asset

III. Miscellaneous

- The recruited person will work within the Secretariat under the Secretary General and President's responsibility
- Some IT knowledge will be an asset - particularly the CAD system (Publisher, Photoshop), Dreamweaver – HTML and WordPress
- Full-time contract with non-fixed term under Belgium laws (Part-time might be considered. Please mention it explicitly in your letter).
- Job based in Brussels, Belgium
- Applicant must be legally entitled to work in Belgium
- Salary depending on experience
- Availability: immediate

Applicants are requested to send a letter of motivation together with a complete CV before **February 12th, 2018 EOB** to caroline.almeras@ectri.org. Only short listed candidates will be contacted.