

ABOUT US

Re-Imagine Europa is the first European incubator for new political ideas to reinforce Europe's role as a global economic power in the 21st Century able to safeguard a prosperous future of peace, freedom and social justice for all its citizens. Founded by President Valéry Giscard d'Estaing, Re-Imagine Europa is a non-partisan organisation that aims to bring together different perspectives and expertise to develop better and new solutions based on evidence.

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE

Job Description

Re-Imagine Europa is looking for a responsible Personal Assistant to support the Chief Executive (CE) in a well-organised and timely manner. The Personal Assistant will work on a one-to-one basis on a variety of tasks related to the Chief Executive's working life and communication.

Responsibilities

- Provide comprehensive administrative and communication assistance, bringing sensitive and urgent matters to the attention of the CE;
- Manage the CE's diary (including arrangements for all internal and external meetings);
- Maintain the CE's filing and prepare documents when necessary;
- Conduct or prepare any research that the CE may require;
- Prepare preparatory memos ahead of meetings and careful minutes and follow-up documents;
- Shadow the CE at key events and meeting;

Requirements

- Written and oral fluency in English and French
- Professional experience in the position of Personal Assistant, ideally in an international environment.
- Excellent writing, analytical, research and communication skills

- Strong interpersonal, excellent organisational skills, and capacity to prioritise work effectively, dealing with multiple tasks and meeting tight deadlines;
- Proficiency in using MS Office software
- Good intercultural communications

What we offer

We offer a permanent, full-time contract under Belgian law, with a competitive salary package.

The optimal starting date would be **October 26th**, or as soon as possible thereafter.

The deadline for applications is **October 6th, 2020**. The first set of interviews will take place between 12th and 16th of October. We reserve the right to accelerate the process as appropriate. As part of the application, please submit the names of a referee who could be contacted, who is in a good position to comment on the quality of your work.

Any application should consist of a CV and a cover letter (max 600 words). The cover letter should set out the candidate's interest in the role and how she/he meets the requirements for the post, and state salary expectations.

Please submit applications to:

Mr Matteo Nicolosi

careers@reimagine-europa.eu

Only suitable candidates will be contacted.

The information submitted is confidential. It will be accessible to the interview committee, the current CEO and Digital Communication Officer and will be deleted once the process has been completed.