



CAREER OPPORTUNITY:
Administrator (m/f)

The Centre for European Studies - the political foundation/think-tank of the European People's Party (EPP, the largest European-level political party of the centre-right), is implementing its activities on a wide range of policy-oriented, EU-related issues. The Centre for European Studies is looking for an experienced, dynamic, motivated and innovative individual to fill the full time position of Administrator, based in Brussels.

Established under the revised EU Regulation (EC) No 2004/2003 of the European Parliament and of the Council on the regulations governing political parties at European level and the rules regarding their funding, the Centre is a growing organisation that offers the unique opportunity of being part of a new and energetic team, which will lay the groundwork for the organization's ambitious plan of action.

Key responsibilities:

- General administrative support for the Centre;
- Handling day-to-day administrative tasks of the Centre;
- Ensuring the daily supplies of the Centre;
- Assisting with the planning and execution of events;
- Organisational support for the CES Research, Project Management and Communication and Marketing teams
- Managing and organising the CES office reception
- Managing the CES general office infrastructure
- Managing the files and archives of the Centre, including the follow up of mail exchange.

Candidate requirements:

- The candidate should have a good knowledge of English and French;
- A Native level knowledge of French and/or Dutch considered a strong asset;
- Experience in providing administrative support services to management including:
 - General office management;
 - providing secretariat support;
 - managing incoming and outgoing correspondence;
 - making travel arrangements;
 - establishing and maintaining file systems.

Submission of application:

Applicants should forward a detailed CV and a cover letter by e-mail at jobs@thinkingeurope.eu to the attention of Tomi Huhtanen, CES Director, at latest 30 May 2010. When applying, please mention in the subject-line of the email message “CES Administrator”.