

Brussels, 06th July 2016

PROSAFE Vacancy
Administrative Assistant
Brussels, Belgium

PROSAFE is seeking to recruit a part-time Administrative Assistant for in average 3 days per week.

Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from countries throughout Europe. The main is to contribute to cooperation of Market Surveillance Authorities by organising Joint Actions and by developing and promoting best practices.

As from 2006, PROSAFE has coordinated 22 Joint Actions between various market surveillance organizations within the EEA (*European Economic Area*). In total 49 products and product related issues were involved.

The European Commission has financially supported all activities of PROSAFE.

More information can be found on PROSAFE's web-site at <http://www.prosafe.org/>.

Tasks:

- Providing service and Catering for Project meetings;
- Administrative duties related to Project meetings;
- Operating with the organizations' Document Management System;
- Ordering the office supplies and other catering services.

Profile:

- Experience in a similar job;
- Excellent team worker;
- Language skills: proven proficiency in written and spoken English is mandatory; good working knowledge of French and/or Dutch is an asset;
- Excellent command of Excel, Word and Outlook;
- Level of education: Bachelor degree
- Interest in issues relevant for the non-food product market surveillance area.

Personal skills: hospitality, affinity for administrative tasks, ability to concentrate and deal effectively with assignments, well-organized, efficiency, reliability, accuracy, coping well with stress, happy and willing to cooperate in a small team.

Be eligible to work in Belgium, living in Brussels.

Offer

We offer an interesting job in a young, but dynamically growing organisation which brings together European Member State officers, consultants, as well as International stakeholders in a field that is of fundamental importance for the Common European Market. The working language is English.

The remuneration starts with € 1000 per month in the first year and includes the possibility of longer employment in the event of a successful trial period.

Suitably qualified individuals are required to submit their CV and a one page cover letter in English no later than 25th July 2016, 12.00 CET to nico.olie@prosafe.org. Please write in the email subject Your name and "Application Admin Assist".