



About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 world's best think tanks. CEPS' distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

We have an immediate vacancy for

Administrative Assistant

Main tasks

- You will give **administrative support to the CEO**: managing external correspondence via email and phone, arranging meetings & travel, maintaining the agenda.
- You will **assist the Communications and Events Team** in the organisation and communication of meetings or events (planning, hotel and travel bookings, registration, reporting and other preparatory tasks).
- You will **help the Membership Team** with the follow-up of the membership administration **for Corporate and Institutional Members**, including drafting letters, invoicing and reporting.
- You will be responsible for the **follow up and outreach to CEPS Grant Givers**.
- You will assist with updating the **CEPS database in CiviCRM**.
- You will assist in posting events on the CEPS website and maintaining these pages.
- You will draft correspondence, minutes and reports.
- You will have the following receptionist duties: answering phone calls and transferring them to the relevant person, welcoming guests, handling outgoing mail

Your background and qualifications

- You are fluent in English (working language) and you have a good knowledge of French and/or Dutch.
- You are able to work with MS Office (Word, Excel, PowerPoint).
- You have knowledge of website management (Wordpress).
- You have experience working with a database management system.



Your profile

- You are able to work in a research environment involving junior and senior colleagues and you show initiative.
- You are able to handle stress, respect deadlines and are able to juggle multiple tasks and changing priorities.
- You are flexible and customer-oriented (internal and external relations).
- You are accurate, efficient, apply discretion in your work and can handle sensitive information.
- You are able to multi-task and work independently.
- You enjoy teamwork and are open to giving and receiving feedback.
- You have experience of at least two years in a similar position.

What CEPS can offer

We offer full or part-time (80%) employment for 1 year. The contract is renewable. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus additional days when CEPS is closed during the Christmas-New Year period). We would like the preferred candidate to start her/his activities as soon as possible.

Career development prospects

CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

More information

Further information about the position can be obtained from Els Van den Broeck, Project Development & HR Coordinator, els.vandenbroeck@ceps.eu

Application and deadline

Applications should include a one-page letter of motivation, indicating your salary expectations, and a curriculum vita, in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). They should be e-mailed to applications@ceps.eu by 20 September 2020 with “Administrative Assistant September 2020” in the subject line.