



Party of European Socialists (PES)
Administrative Assistant
Task Force Elections and Democracy

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 33 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our office is based in Brussels.


Job description:

- Providing administrative and organizational support to the Task Force Elections and Democracy team;
- Preparing contracts with suppliers in EU member states, providing and preparing general correspondence, invitations, meeting agenda and verify and follow up invoices;
- Taking care of meeting preparation for PES Events: welcoming guests, registration, room setting, meeting materials, catering and note taking;
- Coordinating and preparing travel arrangements, including accommodation;
- Create and update mailing lists;
- Screening incoming calls and emails; taking messages or responding as required;
- Organizing and maintaining an accurate and efficient filing system;

- Update the PES common calendar and prepare the leadership workweek etc.;
- Contributing to other duties as assigned.

Profile:

- A high degree of political awareness and commitment to the core values of the PES;
- Higher education in a field relevant to the position (Office Management);
- 3 years of previous experience as an Administrative Assistant;
- Punctual, with a high level of organizational and time management skills;
- Excellent English, French and at least 1 other EU language;
- Positive can-do and flexible team player attitude, utilizing integrity and discretion;
- A good command of office IT skills.

 www.pes.eu

 www.facebook.com/PES.PSE

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How to apply:

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Ms. Laffeber, PES Deputy Secretary General, by **05/05/2017**. Mention the following in the subject field of your e-mail: Administrative Assistant Task Force Elections and Democracy. Your application should be submitted by email to the following address: hr@pes.eu.

The PES promotes gender balance and equal opportunities for women and men.

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