



Party of European Socialists (PES) Receptionist (fulltime)

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 32 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:

- Welcoming and follow up of visitors (greeting, welcoming, guiding and announcing);
- Screening incoming calls and emails; taking messages or responding as required;
- Receiving, sending and distributing daily mail/packages/deliveries;
- Coordinating and preparing travel arrangements including accommodation;
- Executing and monitoring security procedures and controlling access (guestbook, issue visitor badges);
- Updating calendars, address lists and scheduling meetings/appointments;
- Organizing room setup for HQ meetings, help with logistical preparation (catering, interpretation, etc.);
- Asking for quotations and liaising with suppliers;
- Managing and maintaining an overview of office supplies, PES Materials, parking spaces, external PES archives and (yearly) cleaning stocks;
- Helping with registration process of delegates during PES meetings and conferences;
- Performing other clerical receptionist duties such as filing, photocopying, etc;
- Contributing to other duties assigned

Profile:

- Commitment to the core values of the PES;
- At least 2 years of relevant professional experience;
- Fluent in English and good knowledge of French language;



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Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

- Flexible attitude and client oriented approach;
- A pro-active teamplayer;
- Ability to organize, multitask, prioritize and to work with deadlines;
- A good command of office IT skills.

Terms and conditions:

The position of receptionist is full-time (38 hours) from Monday to Friday. The person works at the PES Headquarters in Brussels. Initially from April 2017 – April 2018, with a possibility to obtain an indefinite contract. Salary in tune with work experience.

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 mentioning the following in the subject field of your e-mail: Receptionist. Your application should be submitted by email to the following address: hr@pes.eu
Applications can be submitted until **17 April 2017**.

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



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