



## Party of European Socialists (PES) Receptionist and Inhouse Events support (fulltime)

Brussels, 2 July 2018

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. In the framework of the 2019 European elections the PES is reinforcing its Brussels based Headquarters team.

### Job description:

- Welcoming and follow up of visitors (greeting, welcoming, directing and announcing them appropriately);
- Answering the phone: screening incoming calls and emails; taking messages or responding as required;
- Distributing incoming post and preparing outgoing post/deliveries/make arrangements with couriers;
- Looking after security procedures and monitoring access (logbook, issue visitor badges);
- Updating appointment calendars and scheduling meetings/appointments;
- Maintaining safe and clean reception area by complying with procedures, rules, and regulations;
- Executing changes of internal extensions and mobile phones and updating extensions lists;
- Organizing room setup for in-house meetings: logistical preparation (catering, interpretation, etc.);
- Registration and welcoming of meeting participants;
- Preparing internal and external activity calendars
- Office support and dealing with maintenance of building;
- Electronic badge registration and telecommunication support;
- Asking for quotes and negotiations on rates and contracts with suppliers, such as UPS, Security, building and cleaning company and monitoring on-time deliveries;
- Controlling office supplies stock, PES Materials, parking spaces, external PES archives and (yearly) cleaning stocks;
- Performing other clerical receptionist duties such as filing, photocopying, collating, scanning etc;
- Support external meetings: arranging transportation and on site material distribution and setup;
- providing registration solutions and ensuring good functioning of on-site IT equipment during events;
- Help with registration of participants and database management: ensuring that current systems are corresponding to PES needs, providing feedback and solutions when needed, especially in preparation of annual events;
- Provide support to the events team during events preparation and take part in the weekly events coordination meetings;

 [www.pes.eu](http://www.pes.eu)

 [www.facebook.com/PES.PSE](https://www.facebook.com/PES.PSE)

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**Party of European Socialists**

10-12 Rue Guimard

B-1040 Brussels

Belgium

- Checking cost sharing agreements are in line with the EP guidelines and follow up events organization in verifying purchase requests, check supplier invoices meet cost sharing agreements, follow up and payment of suppliers and completing events dossiers for external auditing;
- Contributing to other duties as assigned

**Profile:**

- Good verbal and telephone communication skills;
- Friendly and representative;
- Excellent English and French (both written and verbal);
- Flexible attitude and client oriented approach;
- Ability to be resourceful and proactive in dealing with issues that may arise;
- Ability to organize, multitask and prioritize;
- Work independently and to meet short deadlines;
- A good command of office IT skills.
- Minimum 3 years of work experience in similar position;
- Commitment to the core values of the PES;

**Offer:**

The contract initially is for one year with a possibility to extend

**How to apply:**

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Mr. Dignef, PES Human Resources adviser, by 10 August 2018. Mention the following in the subject field of your e-mail: Receptionist and Inhouse Events support. Your application should be submitted by email to the following address: [hr@pes.eu](mailto:hr@pes.eu).



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