



## The European Consulting Company

Avenue de Tervueren 13A-B7  
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[www.ecco-eu.com](http://www.ecco-eu.com)

### Job offer: Executive assistant

ECCO is a Brussels-based independent consultancy specialised in EU food policy and the management of trade associations in the food sector. We are currently looking for a **dynamic Executive Assistant to join our team starting in January 2022** (exact date TBC).

#### Profile:

- Organisational and time-management skills with **attention to detail, numerical accuracy** and the ability to multitask and to prioritise
- **Good communication skills**, a solution-oriented mindset and be able to tackle matters with discretion
- Experience of working in an international environment
- Practical experience of at least 5 years in a similar position
- **Very good command of English and good command of spoken French**
- IT literate (high level competency in Microsoft Office; online meetings software)
- Website maintenance skills (preferably Wordpress)
- Experience with association management is an asset
- Applicants should be comfortable working independently and also enjoy being part of a team

#### Tasks include:

- Support to Managers' daily work: presentations, correspondence, management of daily administrative business (calls, appointments, travel/hotel arrangements)
- Financials: fee collection for various association clients, bill booking and payment of invoices, coordination with accountants, preparation of financial presentations for managers
- Organisation/coordination of meetings and conferences for various association clients (online and physical)
- Management of legal publications for various association clients
- Update of databases and websites; IT support

#### What we offer:

- A full-time contract and a motivating package
- A friendly working environment; a dynamic multicultural team
- The opportunity to learn and develop new skills on topics related to associations management, events organisation, primary accountancy etc.

Please send CV and motivation letter **by 30<sup>th</sup> November 2021** to:

Managing Director  
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