



## VACANCY NOTICE

### ASSISSTANT, LOGISTICS & ADMINISTRATION

**One-year Maternity Leave Cover, Starting from the 1<sup>st</sup> of September 2025**

#### THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

CEMR is the largest and oldest organisation of local and regional governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges. This requires strengthening the relationships with our member associations, rethinking the way we engage with our community through statutory meetings and strategic events.

**Are you the right person to help us to deliver on our ambitions?**

#### WHY WORK FOR THE CEMR?

- CEMR aims to foster a closer relationship between local and regional governments and the European Union and other international institutions, working as a reliable partner to co-shape European legislation and localise the SDGs.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- By joining the CEMR you will integrate a multicultural, dynamic, and collaborative team of people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

#### ABOUT THE ROLE:

As the Assistant, Logistics & Administration you will play an important role, providing administrative and logistics support to the team, contributing to an overall high quality and effective services and operations.

The Assistant, Logistics & Administration, is part of a small team and reports directly to the Head of Finance and Administration.

## **TASKS AND RESPONSIBILITIES:**

### **Logistics (70%)**

- Travel arrangements for staff members and external people when required (booking flights and hotels).
- Assistance in organisation of external and in-house meetings (requesting and comparing offers, preparing service contracts with suppliers, booking and preparing meeting rooms, arranging catering, interpretation & other services as required).

### **Administrative & HR Tasks (30%)**

- Prepare expenses claims.
- Maintaining an archiving system for accounting documents.
- Collaborate with the team in various daily administrative tasks.
- Assist in the monthly analysis of staff timesheets.
- Support the recruitment processes of staff and interns (downloading applications, contacting candidates to arrange interviews, replying to applicants).
- Contribute to the continuous improvement of administrative processes to gain efficiency and precision.

## **TECHNICAL REQUIREMENTS**

- A degree in the field of Administration, Secretarial Studies or related.
- At least 2 years of proven experience in a similar position.
- Proficiency of English or French, and a very good command of the other language. Knowledge of any other languages is an asset.
- Excellent computer skills: Excel, Word, Outlook, Teams, SharePoint etc.

## **KEY COMPETENCIES**

- Ability to work independently
- Cooperative and able to work in a team
- Problem solver
- Effective communicator
- Adaptable, resilient and results-oriented
- Strong organisational and planning skills
- Detail-oriented
- Planning and execution

## CAPABILITIES

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviors deeply rooted in our key **core capabilities**. This involves the ability to **lead**, steering endeavors by going the extra mile, **influence** by adeptly building relationships with stakeholders amidst diverse perspectives and interactions, **impact** through outcome orientation, and **inspire** by evoking positive responses, motivation, and by fostering constructive reactions.

## OUR OFFER

For this position, we offer a one-year fixed term (maternity leave cover). A competitive salary package including the 13<sup>th</sup> month of salary, legal and extra-legal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, eco-vouchers, medical insurance, and coverage of the public transport.

Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

## APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before the **May 15, 2025** at midnight, at [application@ccre-cemr.org](mailto:application@ccre-cemr.org), with in the subject: "Assistant, Logistics & Administration".

Applications will be reviewed on a rolling basis and suitable candidates may be contacted before the deadline for application is reached.

Every application sent receives our dedicated attention as we believe in giving each candidate the consideration they deserve. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!