



Vertretung der Europaregion Tirol-Südtirol-Trentino  
Rappresentanza della Regione Europea Tirolo-Alto Adige-Trentino

## VACANCY NOTICE

**The Liaison office of the European Region Tyrol – South Tyrol – Trentino in Brussels is looking for  
a  
COLLABORATOR FOR THE COMMON SECRETARIAT  
(At the earliest convenience)**

### Workplace

In 1995 the Land Tyrol and the Autonomous Provinces of Bolzano-Alto Adige/Bozen-Südtirol and Trento established the first trans-boundary EU liaison office.

The main tasks of the Office are:

- Creating a network aimed at gathering information related to the activities of the European Union and transmitting them back to the territorial governmental offices;
- Supporting and assisting officials, offices and territorial associations in the processes of interaction with the institutions and the other bodies of the European Union;
- Policy watch, promotion and advocacy activities related to important sectors e.g. regional policy, agriculture, social issues, transport, research and education policies;
- Raising awareness of the EU activities aimed at promoting the European integration through a regular update to the respective local administrations;
- Contacts in order to organize institutional, cultural and promotional events;
- Supporting the preparation of visits and meetings between local and regional stakeholders and the representatives of the European institutions, as well as assisting groups of visitors in organizing their visit in the “European Capital”.

### Job description

#### Secretarial support (30%):

- Management of mail and emails and phone answering service;
- Welcoming guests/visitors and assisting new trainees and new staff;
- Support in managing the website and upload of the events;
- Managing data and the mailing lists;
- Contribution to the well-functioning of the entire office;

#### Organisation of events and groups' visits (50%):

- Managing the calendar of the events;
- Promote events, answer questions and enquiries and manage registrations;

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- Logistical coordination and support, organisation of catering, in charge of the technological equipment, coordination of the conference/meeting rooms setting;
- Backing groups visits;
- Planning of guided visits in the European Institutions and meetings with EU-officers;
- Data entry and archive related to events and groups visits.

Office and building management (20%):

- Contacts with external suppliers;
- Ordinary maintenance of the building;
- Coordination of required reparations;

**Job requirements**

- Excellent knowledge of German and Italian;
- Very good knowledge of English and French;
- Good knowledge of the package MS Office (Word, Excel, Power Point compulsory);
- Excellent organisation and communication skills;
- Good analytical skills and attention to details;
- Willingness to learn and apply accordingly administrative procedures of three different regional administrations;
- Ability to work against tight deadlines;
- Ability to multitask and to work under pressure;
- Ability to work independently and in team in an efficient and timely manner;
- Positive and open-minded work attitude, both for team work and independent work;
- Proactive attitude and problem-solving capacity;
- *Savoir-faire* in direct and telephone communication.

**What we offer**

- One year contract 38 hours/week, under the Belgian law;
- Attractive salary package;
- 20 holiday days/year in addition to the 10 days/year of bank holiday already foreseen in Belgium;
- 3 extra holiday days/year;
- Dynamic, multicultural and international environment;

**Application**

Please send your CV, a motivation letter and reference letters in English as well as the relevant certificates (in one language out of EN/DE/IT/FR) by 28<sup>th</sup> October 2017 at 6.00 p.m. to [accountancy@alpeuregio.eu](mailto:accountancy@alpeuregio.eu). For more information, please visit our website: <http://www.alpeuregio.org/>