

FM(19)29

The Secretariat of
Copa-Cogeca
which represents European farmers and European agri-cooperatives

is recruiting

1 Team Assistant (m/f)

Your main tasks will be to:

- Provide assistance with a number of operational tasks
- Handle telephone calls
- Type up and finalise letters and memos
- Manage the timetable
- Organise internal and external meetings
- Follow up on and dispatch correspondence
- Report to the team's Director and cooperate in a multicultural team

Profile:

- Training in administration (Bachelor's degree or high school diploma)
- Good knowledge of the main Microsoft Office applications and modern communication tools
- Able to prioritise and manage time effectively in order to meet work commitments on time and achieve consistent, reliable results
- Language skills: Fluency in English and French are required. Knowledge of any other European Union language(s) would be an advantage
- Excellent team player
- Strong analytical skills and efficient communicator

**Please send your application (CV + covering letter in EN or FR) by 28th
June 2019 to:**

Mrs Gabriella del Vaglio: gabriella.delvaglio@copa-cogeca.eu
Please note that only shortlisted candidates will be contacted