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| <b>Job Title:</b>  | <b>CEMA Administration and Communication Assistant</b> | <b>Position Type:</b>      | Full Time - 5 day week         |
| <b>Location:</b>   | Brussels   | <b>Travel Required:</b>    | To meetings abroad as required |
| <b>Time Period</b> | Permanent  | <b>Level/Salary Range:</b> | Junior position                |

#### **Job Description**

##### **About CEMA:**

CEMA is the European Trade Association for the manufacturers of agricultural equipment. It is a non-profit international Association created by Statutes is an association registered under Title III of the Belgian law of 27 June 1921 relating to “associations sans but lucratif, associations internationales sans but lucratif” (non-profit associations) and charitable foundations. It is governed by a Board / General Assembly made up of representative of both manufacturers and National Associations. It has a Technical Board and several product groups. The Association’s registered office is established at Schaerbeek (B-1030 Brussels), Boulevard A. Reyers 80.

The Association’s main task is to protect the interests of agricultural machinery manufacturers on technical, legal, economic and social issues by networking, lobbying, and shared expertise.

##### **Job Purpose: support on administration and communication for CEMA**

Reporting to the Secretary General of CEMA and the Communication Manager, the role assists in the administration and management of CEMA’s activities and day-to-day operations, on CEMA’s communication activities and in the administration and management of CEMA’s contribution to research projects

##### **Duties:**

- Support in the day-to-day office management in CEMA: secretariat e-mail, front-desk, agendas, invoices, liaison with external providers, travel arrangements, support team members with administrative tasks. This includes liaison with the membership on their involvement/participation to internal meetings, helping to organize internal meetings & general support in CEMA events. This also includes management of the CEMA intranet (members’ area) and related members database. The incumbent will also assist in the collection of economic & statistical data.
- Support in the development and implementation of communication tools and materials, in particular when it comes to social media updates and coordination, media monitoring, website management and updates, organization of conferences/other events as necessary. This also includes tracking, analysing and reporting on performance on media activities and social media platforms.
- Administration, allocation and reporting of CEMA’s research activities, in cooperation with the Research Officer.

## **Skills/Qualifications:**

### **Qualifications**

- University degree in a relevant field (European/international studies, communication, public relations, etc.)
- Excellent PC knowledge and skills and professional use of relevant MS package and applications, database management
- Demonstrated ability to handle administrative tasks
- Solid experience with website CMS (preferably Joomla)
- Solid experience with social media tools and processes (producing communications materials in different styles and formats)
- Knowledge of graphic design software is an asset
- **Languages:** proficiency in English both spoken and written. Additional languages are an asset.

### **Additional skills and qualifications (desirable):**

- Relevant work experience in the EU arena and/or trade associations, consultancies, etc.
- Interest/background in Agriculture/Industry
- Experience with EU research and innovation projects' administrative tasks

### **Personality and skills**

- excellent interpersonal skills, customer and service oriented
- tactful in dealing with people, also under pressure
- organisational and planning skills with attention to detail
- practical, reliable, team player

The incumbent is an energetic and ambitious professional with proven administrative & communications skills who seeks a career-enhancing move within the European arena. You will need to be dynamic, diplomatic and flexible with the ability to work in an international context. You will interact with industry representatives & policy makers at all levels.

You are proactive, well-organized, and able to work in a team.

You are a self-driven, results-oriented person with a positive outlook and a clear focus on high quality and assisting CEMA members. As a natural forward planner, you critically assess your own performance.

You are an empathic communicator, customer focused, well-presented and business-smart. You have proven communications skills.

**How to apply**

Interested candidates should send their motivation letter, pointing out relevant experience to the job description, as well as their CV to [secretariat@cema-agri.org](mailto:secretariat@cema-agri.org). Please indicate on the subject: "Administration and Communication Assistant".

Deadline: CVs will be reviewed on a rolling basis. Candidates are encouraged to apply early. Final deadline for applications is **27<sup>th</sup> August 2021**.

Indicative starting date: October 2021