



Job Description: Administrative Assistant for Temporary Replacement in the European Dairy Association (EDA)

We are seeking a full-time “all-round” **Administrative Assistant** as temporary 6-month replacement for a challenging, multi-faceted administrative and technical support position starting end of September 2010.

She / He is a flexible, pro-active and service-minded team-player with a professional attitude and good communication skills. The maturity to handle simultaneously different tasks in an accurate and structured way, stress-resistance, the ability to work to tight deadlines, to “wear several hats” and willingness to “join in” are all vital.

Fluent English is a must, good French and/or Dutch highly desirable, another EU language an advantage. Some knowledge of EU affairs and Institutions is a plus. Good knowledge, use and implementation of MS Office Suite including Publisher and knowledge of database and networking maintenance are also required.

The job as **Assistant to the Food & Environment Policy “Desk”** supports the work of two senior officers in areas such as Food Safety, Hygiene, Sustainability, Food Labelling and Nutrition relevant to the EU dairy industry.

The position comprises all traditional secretarial and administrative tasks including organisation and follow-up of meetings, preparation of internal documentation and information research for the Desk related dossiers as well as general administrative/secretarial tasks such as telephone and email correspondence, travel preparation & research, registration to external events.

In addition, assistance to the Office Manager will be required on the “as needed” basis to ensure smooth organisation and running of internal office procedures.

In return we offer an interesting, challenging and international work environment and insight into the functioning of a European industry association. Monthly salary will depend on formation and experience. Additional compensation such as meal vouchers (€7.00/day) will be provided. EDA is located in Brussels in close proximity to all major European Institutions.

Please send your letter of application and CV by 26 August 2010 to the EDA senior officer Nutrition Policies Mareike Preller, rue Montoyer 14, B-1000 Brussels, Belgium. Tel +3225495040, Fax +3225495049, Email: pturemis@euromilk.org.

EDA, the European Dairy Association, AISBL, is the industry association representing the interests of the European dairy industry at European levels towards the European Institutions (Commission, Parliament, Council...) as well as to international bodies (Codex Alimentarius, World Trade Organisation...).

EDA collects, relays, analyses information; coordinates and stimulates consensual and coherent approaches by the European Dairy Industry to these European and international bodies, in order to help them take decisions.

EDA supports the European dairy industry to remain competent, efficient, competitive and to be sustainable, in order to be able to:

- › Face the competition on a European level as well as world-wide;
- › Guarantee the consumer a continuous supply of high quality products at reasonable prices;
- › Pay the farmer adequate prices for the delivered raw material;
- › Maintain a dynamic employment policy;
- › Respect the environmental policy.