

## Administrative and Communication Assistant

Posted in:	May 2019
Position type:	Internship
Starting:	Immediately
Location:	Brussels

### Who are we?

**EuropeanIssuers** is the **only pan-European organisation representing the interests of publicly quoted companies across Europe** to the EU Institutions. Our members include both national associations and companies from all sectors in 14 European countries, covering markets worth € 7.6 trillion market capitalisation with approximately 8000 companies.

### What are we looking for?

We are a small team of young motivated professionals looking to add a new full-time paid intern position to our team. The intern will be based in our Brussels office and will be reporting to the Secretary General.

### Main tasks

*Ensure the proper management of the day to day office and accounting operations*

- Smooth run of administration and HR tasks of the office and update the contacts database
- Monitor, follow up and report on purchase invoices and expenses notes, sales invoice, prepare payments, bank statements
- Support Budget preparation, prepare membership invoices and Issue bad debt reminders
- Organize the communication and transfer of documents to the accountant and auditor

*Assist in Internal and external communication*

- Support the overall communication through our communication channels
- Website: Monitor and update the contents of the website to keep it attractive and up to date
- Social media: Assist and coordinate the social media campaign to boost our social media penetration (LinkedIn, Twitter...)
- Newsletter: Coordinate the contents of the newsletter and prepare the layout and distribution of the newsletter
- *IssuersHub* mobile application: promote EuropeanIssuers mobile application on distribution of financial information

*Events*

- Support the organisation of events for our members and the public (EuropeanIssuers Conference 2019, Board meetings, Seminars, European Small and Mid-Cap Awards 2019)
- Assist with marketing activities and develop a long-lasting relationship with our sponsors

### Profile:

- Degree or experience in Communication, Marketing, Political Science
- Excellent computer literacy (Word, Excel, Microsoft Outlook, PowerPoint)
- Language skills: English, other languages are a definite plus
- Good organisation skills, flexible, dynamic, self-motivated and innovative, multi-tasking professional with a can-do attitude

We will conduct interviews throughout the application phase until we find the right candidate to start the internship immediately. Please send your cover letter and CV in English to

The logo for EuropeanIssuers, featuring the word "European" in white and "Issuers" in orange, set against a dark orange rectangular background.

EuropeanIssuers

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[communication@europeanissuers.eu](mailto:communication@europeanissuers.eu) to the attention of Ms Florence Bindelle, Secretary General of EuropeanIssuers, with the following subject line: '**Administrative and communication Assistant**'