



## Administrative Assistant

FEDIOL, the association representing the European vegetable oil and protein meal industry; and IMACE, the association representing the margarine industry, are looking for an Administrative Assistant

### Main accountabilities:

- Front office : Handling incoming phone calls; Reception of visitors; Assistance to managers (sending documents, travel arrangements, preparation of presentations, agenda management)
- Organisation of meetings / events
- Data / file management (updating contact lists, filing, sorting and distribution of incoming information, data collection, classification/archiving);
- Publishing news on the website/linked-inn/newsletter
- Administrative support HR, Invoicing, IT & telephony
- Making appointments MEP/Stakeholders
- Office stock management;

### Skills:

- Excellent presentation
- Ability to work autonomously and to integrate in a team
- Dynamic, organized
- Good knowledge of MS Office (Word, Excel, Powerpoint)
- Fluent in English, both written and oral

### Professional experience:

- 3-5 years experience

Full time, to be shared between 2 associations

### Contact:

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