



Vacancy: Secretary / Receptionist

A vacancy has arisen for the post of Secretary / Receptionist at the headquarters of the European Judicial Training Network (EJTN) in Brussels.

The European Judicial Training Network is an international not-for-profit association governed by the provisions of Belgian law relating to non-profit making associations, foundations and non-profit making international associations.

This association, gathering the training institutions for the judiciary of all European Union Member States has, as its aim, the promotion of training programmes with a genuine European dimension for the members of the European judiciary.

Within the framework of the creation of a European area of freedom, security and justice, EJTN affirms itself as a major platform where its Members cooperate on the analysis and identification of the training needs of the judiciaries of the Member States, the exchange and dissemination of experience in the field of judicial training and the design of programmes and methods for collaborative training. Additionally, EJTN serves as an arena for the coordination of Members' programmes and activities in matters relating to European law and those which concern initiatives of the EU and the dissemination of knowledge about the legal systems of EU member States.

While dedicated to excellence in European judicial training, EJTN works closely with the European Commission and with nearly 40 EU national judicial bodies, which are Members and Observers of EJTN. The EJTN Secretary General, whenever appropriate, ensures compatibility between the programme of activities of EJTN and the priorities set by the European Union.

Great expansion of its activities is likely to continue in the forthcoming years.

Key responsibilities:

To provide general administrative support, including document management, internal communication, organization of meetings, logistical needs and information provision He/she will be required to:

- Provide assistance by maintaining the diary, answering the phone, filtering calls and taking messages, responding to general inquiries and managing emails exchange and calendar;
- Assist in welcoming and informing outside visitors;
- Create files and retrieve documents, management of archives;
- Ensure general office tasks including office supplies & common premises;
- Cooperate with the other staff members & contribute to a good working atmosphere within premises in order to facilitate the timely implementation of tasks, smooth flow of information and achievement of objectives;
- Provide administrative and logistical support for the organization of internal and external events such as meetings, workshops, conferences and public events;
- Ensure collection and preparation of materials for publication (such as newsletters and web content);
- Assist our team with administrative and secretariat tasks (drafting documents, office and forum supplies) and the development of our contact databases.

Qualification and Experience required:

- A post secondary education attested by a diploma;
- Proven professional experience acquired in positions related to the profile of the post;
- Mother-tongue level English and perfect French; other EU languages are an asset;
- Strong sense of responsibility and initiative;
- Rigorous and able to meet deadlines and priorities;
- Able to draft routine correspondence and edit materials;
- Good interpersonal skills;
- Excellent team spirit;
- Flexibility and availability;
- Fully computer literate; knowledge of the main software and programmes;
- Familiarity with the European and international organisations;
- Some experience in international environment;
- Organisational skills and communication capacities, both oral and written – an important asset.

Vacancy Specification:

The position is intended to be contracted for a period of 6 months.

Application:

To apply for this position please email your CV with a covering letter detailing your current notice period and salary expectations to ejtn@ejtn.eu **by January 4, 2013**.

The interviews will be conducted in the course of the second week of January 2013, and the expected start date is the end of January 2013.