

Kreab Gavin Anderson is a world leading communications consultancy. With over 350 experienced consultants of 40 nationalities in 25 countries we are experts in Financial and Corporate Communications and Public Affairs. Kreab Gavin Anderson provides independent and strategic advice to more than 500 clients.

Since 1992 our Brussels office established its name as a solid partner to both private and public stakeholders, making them dynamic and effective actors in the EU arena and beyond.

Kreab Gavin Anderson is looking for a **FULL TIME ADMINISTRATIVE ASSISTANT** for its Brussels Office

Starting date: As soon as possible

Overall Responsibilities:

- Overall office support
- Event organization support
- IT troubleshooter
- IT support in coordination with our IT office in Stockholm
- Management assistance
- Assist with client program meetings, logistics and travel
- Communication with memberships and subscriptions
- Basic Financial and Human Resources administration support
- To assist other administrative staff with overflow work, including word processing, data entry and internet research tasks
- To demonstrate research skills and trouble shoot problems

The ideal candidate should be:

- Fluent in English (written and spoken), good knowledge of French. Other European languages an asset
- 1 to 3 years experience similar position
- Good IT abilities
- Experience in international environment
- Strong sense of responsibility and initiative
- Strong administrative skills, fast and flexible
- Team spirit
- Dynamic and motivated
- Problem solver and hands-on
- Good communication skills
- Familiarity with Brussels and the European Institutions a must
- Detail oriented
- Ability to multi-task and prioritize
- Excellent organizational skills
- Stress resilient
- Proven computer skills (MS Office Word, Excel, Power Point and also good knowledge of Outlook)

Please send your CV and motivation letter as soon as possible to Kreab Gavin Anderson by email to Cristina Basto cbasto@kreabgavinanderson.com