

Gas Infrastructure Europe is recruiting a

Junior Assistant

Gas Infrastructure Europe (GIE) is the association representing the interests of European natural gas infrastructure operators active in natural gas transmission, gas storage and Liquefied Natural Gas (LNG) regasification. GIE is a trusted partner of European institutions, regulatory bodies and industry stakeholders. It is based in Brussels, the heart of European policymaking. GIE currently represents 68 members companies from 25 countries.

Your responsibilities:

- ✓ Supporting meetings / events
 - Entering and updating meetings in GIE Outlook Calendar & GIE Diary of MemberNet
 - Booking and arranging meeting rooms and ordering and preparing lunches
- ✓ Supporting accounting / banking
 - Electronic archiving of all incoming & outgoing invoices
 - Creating expense and credit card expense reports for GIE staff
- ✓ Maintaining users in the MemberNet
- ✓ Supporting contract management by electronic archiving of contracts
- ✓ Arranging business trips by organising transportation / hotels / restaurants for lunches and dinners
- ✓ Performing general office administration
 - Being point of contact for people entering the GIE office and taking phone calls
 - Ordering office supplies
 - Arranging e-mails from gie@gie.eu, mailings and going to post office
- ✓ Supporting the Annual Conference

Your profile:

- ✓ Fluency in French and English both written and spoken (prerequisite)
- ✓ Excellent state of the art MS Office 365 skills (Outlook, Word, Excel)
- ✓ Excellent interpersonal skills in person, by e-mail and by phone

We offer you:

- ✓ An international and dynamic environment with a multicultural setting
- ✓ Full-time equivalent contract / first 6 months terminated, then unlimited
- ✓ Place of work: Brussels, Belgium
- ✓ Start: Immediately

Please submit your CV and information on expected yearly gross remuneration to gie@gie.eu.