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## 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 67 members companies from 27 countries.

### **Your responsibilities:**

- ✓ Answering to GIE members requests and questions
- ✓ Supporting the Communication advisor:
  - Promoting GIE materials and ensuring a proper social media presence through GIE channels
  - Supporting the Communication advisors in tweet redaction
  - Following up media partnership requests (Website promotion, Email to members,)
  - Monitoring and reporting of news relative to GIE activities on social medias
  - Monitoring of MEPs and EC representatives' activities on social media
  - Presence at external and internal booths
  - Backup of the public website maintenance
  - Maintaining relations with partner organisations, media representatives and other external bodies
- ✓ Supporting accounting / banking
  - Electronic archiving of all incoming & outgoing invoices
  - Creating expense and credit card expense reports for GIE staff
  - Filing incoming invoices in Folders
  - Supporting the Office Manager in following-up invoices
- ✓ Maintaining users in the MemberNet
  - Introducing and deleting members
  - Managing the distribution lists
  - Introducing and filling folders and documents



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- Reporting of any IT issues or irregularities
  - ✓ Supporting contract management
    - Archiving electronically all the contracts
    - Maintenance of GIE's contracts database (informing of expiring contracts and all potential actions or records)
  - ✓ 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
    - Verifying the proper setup of meeting instruments and tackling related issues during the meeting
    - Arranging GIE's meeting rooms before each meeting
  - ✓ 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
    - Being point of contact for Prodware (IT) and phone/internet providers (day by day issues)
    - Ordering office supplies
    - Arranging e-mails from [gie@gie.eu](mailto:gie@gie.eu), mailings and going to post office
    - Managing e-mails from [gie@gie.eu](mailto:gie@gie.eu) (handling delivery failures properly), mailings and going to post office
    - Handling and providing keys and badges
  - ✓ Supporting the Annual Conference
    - Following up registrations and all needed assistance
    - Preparation of booth
    - Assisting and supporting Plenaries and ExCom prior to the Conference
    - Supporting logistically the speakers
  - ✓ Back up of the Office Manager

**Your profile:**

- ✓ Fluency in French or Dutch 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 fixed term, then permanent
- ✓ Place of work: Brussels, Belgium
- ✓ Start: Immediately

**Please submit your resume and cover letter by 29<sup>th</sup> August 2021 COB and information on expected yearly gross remuneration to [gie@gie.eu](mailto:gie@gie.eu).**