

Assistant to the Secretary General

Organisation: UECBV – European Livestock & Meat Trades Union

Location: Brussels, Belgium

Contract: Part-time or Full-time (to be agreed)

Start Date: As soon as possible

The UECBV is seeking a proactive individual to support the UECBV Secretary General in managing day-to-day administrative tasks and ensuring the office's efficient operation. This role requires a combination of administrative, managerial, and organisational skills to guarantee that all operations run smoothly and effectively.

This is an excellent opportunity for a candidate with 1 to 3 years of experience who is looking to grow in a European affairs environment. The role focuses on supporting the Secretary General and ensuring the smooth running of the office and administrative tasks.

About Us

The UECBV represents the European livestock, meat, and trade sectors at the EU level. We collaborate closely with EU institutions, international stakeholders, and industry partners to tackle important regulatory, economic, and sustainability challenges. Our team is small, yet dynamic, characterised by a professional culture and a collaborative spirit, all of which are rooted in a European mindset.

Key Responsibilities

- Provide administrative support to the Secretary General, including agenda management and meeting coordination.
- Supporting the establishment of the organisation under Belgian law.
- Organise meetings, prepare agendas, and assist with minutes and follow-up actions.
- Support travel arrangements and logistics.
- Assist with drafting, formatting, and proofreading documents, presentations, and correspondence.
- Handle incoming emails, calls, and general enquiries.
- Maintain and organise digital and physical filing systems.
- Support membership administration and basic financial tracking (e.g. invoices, records).
- Assist in organising internal meetings and external events.
- Liaise with service providers, suppliers, and office contacts.

What You Bring

- 1–3 years of relevant experience in office administration, executive assistance, or a similar role.
- Strong communication skills in both English and French.
- Proactive problem-solver with the ability to foster a positive and efficient work environment.
- Excellent organisational skills and strong attention to detail.
- Proficient in MS Office and digital office tools, with a high adaptability to new technologies.
- Maintains a positive attitude, is adaptable, and exercises discretion.
- Capable of working independently as well as collaboratively within a small multicultural team.

What We Offer

- A varied role with responsibility and autonomy.
- A friendly, supportive and international environment.
- Opportunities to learn, grow and contribute to European-level work.

- Competitive salary and benefits package.

Starting day

As soon as possible.

Location

UECBV Office in Brussels. The position primarily requires on-site work with some flexibility for teleworking.

How to Apply

Please email your CV to znoga@uecbv.eu with the subject line Assistant to the Secretary General.