



European Community Shipowners' Associations

D. 3298/09
SF 1.100

ECSA – JUNIOR ASSISTANT (M/F)

The European Community Shipowners Association (ECSA) the trade Association representing the European shipping sector controlling 41 % of the global merchant fleet, has a vacancy for a junior assistant. ECSA is established in Brussels since 1965 and works on a daily basis with the EU Institutions. For more information:

www.ecsa.eu

This junior assistant serving as executive adviser for administrative support would take care of tasks such as:

- Following up the work in the European Parliament.
- Monitoring and information supply of developments in the Commission, Council, Parliament and follow up on other sources of information.
- Coordination of the ECSA annual report and Newsletters.
- Conferences, workshops, seminars
- ECSA web site
- ECSA administration
- Etc.

Profile:

- Education: Bachelor (Communication sciences)
- Language: Perfect English (by preference mother tongue), knowledge of French and/or other languages helpful.
- Good analyst and drafter.
- Good communication skills.
- Experience with generally used software.(Word, Excel, Power point - Website experience helpful)

Interested candidates should send their letter of motivation, together with a detailed CV to:

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Secretary General
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1000-Brussels
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