



Insurance Europe is the European insurance and reinsurance federation. Through its 37 member bodies – the national insurance associations – it represents all types and sizes of insurance and reinsurance undertakings. Insurance Europe, which is based in Brussels, represents undertakings that account for around 95% of total European premium income. Insurance makes a major contribution to Europe’s economic growth and development. European insurers pay out over €1 000bn annually – or €2.8bn a day – in claims, directly employ more than 920 000 people and invest over €10.6trn in the economy.

Insurance Europe is an equal opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. Applications from disabled candidates are encouraged.

we are looking for a

Secretary

Job tasks

- Meeting organisation;
 - Monitor the meeting planning;
 - Publication of documents on extranet;
 - Organise the meeting room catering and logistics;
 - Prepare meeting files;
 - Record-keeping
- Agenda management for policy advisors and management team members;
- Welcoming and handling visitor’s requests;
- Handling and dispatching phone calls;
- General office support

Profile

- Bachelor degree in secretarial management or any other related area;
- Excellent organisation and presentation skills;
- Highly developed team-spirit;
- High degree of multi-tasking and time management capabilities;
- Proficiency in MS office (Word, Outlook, Excel, PowerPoint);
- High-quality communication skills and drafting skills;
- Service-oriented and professional attitude.

Offer

We offer you a challenging and exciting position (permanent contract, part-time) with a competitive salary package, excellent benefits and numerous opportunities for personal development. You will work in a stimulating international organisation, with Brussels as operating base.

Contact

Please address application letters and curriculum vitae to Insurance Europe, Rue du Champ de Mars 23, B-1050 Brussels for the attention of Koen Ameye (e-mail: hr@insuranceeurope.eu).