

Orgalim Partnership Intern Brussels, Belgium

Orgalim – Europe's Technology Industries – is looking for one intern to support its secretariat on a variety of secretariat and administrative tasks. This is an opportunity to get hands-on experience on the operational administration of one of the leading industry associations in Europe.

Who we are

Orgalim has a team of 31 people - 12 nationalities - representing the interests of Europe's technology industries: innovative companies spanning the mechanical engineering, electrical engineering and electronics, ICT and metal technology branches. We are working with policymakers and stakeholders to strengthen our industries' growth and global leadership, to maximise their contribution to Europe's economy and society, and to foster a new relationship of trust between businesses and citizens.

Our Partnership department provides services to 21 associations across a diverse spectrum of technology sectors. A dedicated multidisciplinary team delivers a tailored offering ranging from monitoring to advocacy, to association management, strategy and administration.

The responsibilities include:

- Legal publications : supporting the Publications Officer in the daily management of the legal publications (clients management, invoicing and payments follow-up, orders preparation, marketing support...)
- Meetings : supporting the Partnership/Policy assistants in the organisation of virtual and physical meetings
- Accounting : invoicing follow-up, credit cards reconciliation, payments reminders,...
- Marketing & Communication: websites updates, social media posting, newsletters layout and dispatch...

Your profile

- Currently studying or completed your studies in office management, executive secretariat or similar
- Motivated, dynamic, eager to learn, with proactive mindset, and a "can-do" attitude
- Organised, able to multi-task and with a strong attention to detail
- Excellent level of English; knowledge of other European languages is a plus
- An effective team player with ability to work within flexible and multidisciplinary structures

Our offer

- An exciting 6-month role in a dynamic, flexible and international working environment in Brussels where you can start building your professional experience.
- Joining one of the leading industry associations in Brussels and being at the heart of the ongoing industrial transformation of Europe.
- Generous internship allowance.
- Starting date : June 2022

How to apply

- Send **CV and motivation letter** to secretariat@orgalim.eu, for the attention of Inge Dewit Vanhaelen,
- By **15 May 2022** and mentioning "partnership internship" in the e-mail subject line.
- In the body of the email, please copy in: "I hereby consent that my personal data is processed by Orgalim for recruitment purposes" so that we have your written consent to follow up on your application.