

Policy Assistant

Orgalim | Europe's Technology Industries is looking for a Policy Assistant to join our dynamic and growing policy team. This is an exciting role at one of the leading industry associations in Europe, on issues that are at the top of the EU political agenda.

Who we are

Technology is at the heart of Europe's ambitious sustainability agenda, and the ability of its economy to prosper in a changing world. Without it, we won't succeed. That's where Orgalim comes in: our team of over 30 people – 14 nationalities – works with our members, European policy makers and stakeholders to ensure that the EU's legal framework provides the best possible conditions for the technologies and industrial innovations manufactured by our companies to deliver Europe's objectives.

We represent Europe's largest manufacturing sector, composed of over 770,000 innovative companies spanning the mechanical and electrical engineering, electronics, ICT and metal technology branches. Our industries directly employ over 11 million workers, with dozens of millions more depending on us for their livelihoods. With our future-facing products and solutions, we are developing ahead of the wider European economy and acting as a growth engine for the EU.

The role

Orgalim is one of Europe's leading industry organisations, and is deeply embedded within the EU's policy processes. Our advocacy work is carried out by our Policy team. Reporting to the Policy Director, you will be an important member of this team, responsible for a broad range of administrative, operational and support tasks. You will work closely with Orgalim's broader team and our members from some of the most innovative associations and companies in Europe.

The responsibilities include:

- Support the Policy Director in the day-to-day management of the Policy team consisting of around 12 persons
 - Execution of internal Policy team operational processes (organisation and minutes of weekly staff meetings, Policy team calendar, member relations, database of contacts, Position Papers tracker, compile input received from members, etc)
 - Facilitation of meetings for Orgalim Working Groups and Task Forces (preparation of meeting rooms and documents, send out of materials, bookings of travel and venues, organising catering)
 - Act as a central contact point for members of Orgalim Working Groups and Task Forces on administrative and logistical questions
- Work closely with the Orgalim Head of Operations, including on performance processes and expense tracking.

Your profile

We are looking for a motivated and result-driven individual experienced in administrative and other support functions.

- Minimum 5 years of relevant experience in European institutions, industry, associations or consultancies. Experience in policy-driven organisations is a plus.
- Mother-tongue equivalent proficiency in English; with strong proficiency in at least one other European language, preferably French and/or Dutch
- Higher studies degree
- Strong written and oral communication skills, with a keen eye for detail and clarity
- Ability to build relationships with different audiences and at all levels of an organisation
- Effective team player with ability to work collegially and collaboratively within variable and multidisciplinary structures.
- Able to identify what needs to be done, and act proactively before being asked
- Demonstrated strong organisational and project management capabilities
- Ability to multi-task in a structured and organised manner

Our offer

A full-time role in a dynamic, flexible and international work environment in Brussels where you can take initiative and responsibility and grow to realise your full potential.

A competitive salary based on experience and merit.

Please send

- **CV and motivation letter** to secretariat@orgalim.eu, for the attention of Inge Dewit Vanhaelen
- **By 30 September 2022**, mentioning **"Policy Assistant"** 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.