

# Executive Assistant and Adviser to the Director General

Brussels, Belgium

Orgalim | Europe's Technology Industries is looking for an Executive Assistant and Adviser to the Director General. This is an opportunity to work side-by-side with the top management of a leading international association, working on issues that are at the top of the EU political agenda and key to Europe's climate and competitiveness goals.

## Who we are

Orgalim represents the interests of Europe's technology industries: innovative companies spanning the mechanical and electrical engineering, electronics and metal technology branches. Our multidisciplinary team of over 35 people - 18 nationalities - works with our members, clients, policymakers and stakeholders to strengthen our industries' growth and global leadership, and to maximise their contribution to Europe's economy and climate transition.

## The role

As Executive Assistant and Adviser to the Director General, you will be the right hand of the DG. Your objective will be to provide the optimal conditions for the DG to effectively manage the organisation, with our team at the heart and with a firm commitment to serving our members and clients. In doing so you will work closely with the entire Orgalim team, and the executive committee in particular, as well as with the leadership of our members.

This is a demanding and fast-paced role in an organisation that is on an ambitious growth path. It provides an opportunity to make a major mark on the next phase of Orgalim's development

The responsibilities include:

- Coordinating the daily activities of the DG, including calendar management, preparation of meetings, request prioritisation, follow-up to decisions etc.
- Supporting the DG with decision making, ensuring the right information arrives at the right time
- Assisting the DG with internal and external communications
- Working with the DG in running the association's internal governance processes and meetings, including the Board of Directors and General Assembly
- Ensuring Orgalim respects all administrative governance obligations, such as updates to UBO and Moniteur Belge, or the EU Transparency Register
- Point of contact for members, policy makers, stakeholders and companies getting in touch with Orgalim management
- Overseeing data maintenance and accuracy in Orgalim's membership database
- Advising the Director General on membership engagement
- Assisting the DG with staff engagement
- Managing travel and other logistics for the DG, optimising time and resources
- Administrative support (prepare reports, presentations, calls & emails, expense notes....)

## Your profile

- University-level degree
- Minimum 8 years of relevant experience in the public or private sector
- Proven experience working with C-level leadership in international environments
- Knowledge of the EU's politics and institutions
- A people person, who can balance assertiveness with being an effective team player
- Strong verbal and written communication skills. Excellent proficiency in English and French, good knowledge of other European languages is a plus
- Solution-oriented and proactive
- A strong sense for discretion and tact
- Experience working with diverse range of IT productivity tools, with ability to constantly adapt to new tools and technologies
- Structured thinking and way of working, with ability to prioritise and multi-task
- Strong attention to detail

## Our offer

- A full-time permanent work contract in Brussels in one of the leading EU industry associations
- A dynamic international work environment which encourages you to take initiative and supports your professional growth
- A flexible workplace where work-life balance is respected and everyone valued
- A competitive salary based on experience and merit, with benefits including a private pension plan; premium health insurance covering hospitalisation, medical and dental expenses; meal vouchers; expense allowances; and 31 days of holidays on top of the Belgian bank holidays.
- Option to work remotely 2 days/week

## How to apply

- Send your CV and motivation letter to [secretariat@orgalim.eu](mailto:secretariat@orgalim.eu), for the attention of **Malte Lohan**, mentioning "**Executive Assistant**" in the email 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" for GDPR compliance.
- Interviews will be conducted on a rolling basis.
- Please note that you must be entitled to work in Belgium to apply.

*Orgalim is an equal-opportunity employer and encourages applications from individuals of all backgrounds.*