

ADMINISTRATION TRAINEE

Organisation

European Travel Commission

Location

Brussels, Belgium

Industry

Tourism

Contract type

Six months traineeship starting in February 2024,
extendable for another six months

Job Type

Full Time, 38 hours per week

Remuneration

1000€/month

Education Level

Professional

Established in 1948, the European Travel Commission (ETC) is a non-profit organisation with its headquarters in Brussels. Its role, on behalf of its more than 40 members, both National Tourism Organisations and private companies, is to promote tourism to Europe from long-haul markets, produce market intelligence and facilitate the sharing of best practices in tourism. The organisation also engages in advocacy actions to promote the importance of tourism as an engine for the European economy, and to create benefits and remove disadvantages for the travel industry in Europe. ETC cooperates with the European Commission in promoting Europe as a tourism destination implementing projects in the form of ad-hoc and other grants.

The European Travel Commission is recruiting a Trainee for its Administration Department. This is an exciting opportunity for a highly motivated junior professional or recent graduate who thrives on tourism-related projects and working with institutions and international organisations. The position is for six months, renewable.

The Administration Trainee works within the ETC Executive Unit, in the Administration Department and reports to the department's Head and the Executive Director.

TASKS

- Monitor available EU funding for tourism
- Provide support with applications to EU tenders and grants
- Cross-checks on the application of public procurement rules
- Provide support with the implementation of projects of the department (e.g. Destination of Sustainable Cultural Tourism Awards)
- Manage the Executive Director's agenda (e.g. appointments, conference calls, events) and travel arrangements for ETC staff
- Administrative and technical support (formatting reports, drafting letters and certificates, writing minutes, sending contracts for signature, etc.)
- Provide support with office management (e.g. placing orders, welcoming visitors)
- Answering external enquiries by e-mail and by phone, in English
- Updating and categorizing ETC's Outlook Contact Database in a correct and consistent way
- Updating of ETC's corporate website (www.etc-corporate.org - sections managed by the department)
- Provide support in archiving and filing finance and admin-related documents
- Provide support to the Head of the department with financial matters such as financial reports and declarations
- Provide support with the organisation of meetings and events for members
- Provide support with the organisation of meetings for the Executive Director
- Organize trainings, meetings and events for the ETC staff
- Participation in ETC meetings in Brussels (as required)

PROFILE

- Knowledge of the EU and its processes. Experience with EU funding is a plus
- A strong interest in travel and tourism
- Strong organisational skills, in particular related to time optimization, detail orientation and prioritization. Experience with administrative tasks is an advantage
- Proactive and self-motivated
- Multi-tasking, with proven ability to prioritise and deal with multiple tasks
- Excellent computer skills (Excel, Word, Outlook)

- Committed, participative, team player
- Excellent analytical and planning skills
- Excellent English language skills. Knowledge of the French language is an advantage

Important requirements:

- The **applicant should hold** a recognised University degree in tourism, business administration, economics, law, European affairs, international relations or similar.
- The applicant should be a **recent graduate** and ready to start a full-time job. The application of candidates who have not yet graduated by the time of the traineeship start date will not be accepted.
- The applicant should be willing to move to Brussels for the whole duration of the traineeship. Remote work from outside Belgium is not possible.
- To be considered for this traineeship position, candidates must already hold the right to work in Belgium, i.e. be an EU, EEA or Swiss national.

HOW TO APPLY?

If you meet the criteria outlined above, please send us your Cover Letter and CV (both in English) by **29 November 2023 23:59 CEST**, mentioning 'Administration Trainee' in the subject line, to:

Ms Iulia Niculica

julia.niculica@visiteurope.com

Candidates must be in a position to certify with official documents (if requested) any information provided in their CV and Cover Letter.

SELECTION PROCESS

Based on an initial review of submitted CVs and motivation letters, only selected applicants will be invited for an online interview. Applicants who do not receive any feedback within two months of the submission of their application should consider this as unsuccessful.