

Administration Trainee

Organisation

European Travel Commission

Location

Brussels, Belgium

Industry

Tourism

Contract type

Six-month traineeship starting in November 2024, extendable for another six months

Job Type

Full Time, 38 hours per week

Remuneration

1250€/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 50 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 tourism practices. 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 (EC) in promoting Europe as a leading 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 to gain hands-on experience and valuable insights into the operations of an international organisation working on tourism-related projects. 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

Main responsibilities include, but are not limited to:

- Administrative and technical support (formatting reports, drafting letters and certificates, booking of meeting rooms, etc.)
- Manage and maintain the Executive Director's schedule and appointments
- Coordinate and schedule meetings, conferences, and travel arrangements for the Executive Director
- Provide support with office management (e.g. placing orders)

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- Provide support with the implementation of projects of the department
- Screening and prioritising incoming emails, calls, and correspondence
- 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
- Monitor available EU funding for tourism
- Provide support with applications to EU tenders and grants
- Provide support to the Head of the department with financial matters such as financial reports and declarations
- Participation in ETC meetings in Brussels (as required)
- Provide support with the organisation of meetings and events for ETC members
- Assist in preparing minutes from ETC meetings
- Support in organising educational training, meetings and events for the ETC staff

Profile and skills

- Recognised University degree in a relevant field (Tourism, Business Administration, Economics, or similar)
- Experience with administrative tasks is an advantage
- Excellent English language skills; knowledge of other European languages is an advantage
- Excellent computer skills (Excel, Word, Outlook)
- Strong organisational skills, particularly in time optimisation and prioritisation
- Strong interest in travel and tourism
- Proactive and self-motivated
- Attention to detail without losing sight of the overall picture
- Ability to manage multiple tasks and respect deadlines
- Committed, participative team player
- Strong analytical and planning skills
- Ability to handle confidential information with integrity and discretion

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Important requirements:

- 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.

How to apply

If you meet the criteria outlined above, please send us your Cover Letter and CV (both in English) by **15 September 2024 23:59 CET**, mentioning 'Administration Trainee' in the subject line, to:

Ms Iulia Niculica

iulia.niculica@visiteurope.com

Candidates must be able 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 after the deadline for applications should consider this as unsuccessful.

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