



Urgent!
The Council for the Notariats of the European Union (CNUE)
is seeking an
Assistant Manager (m/f)
to take up office at the beginning of February 2010

The Council of the Notariats of the European Union (CNUE), as an official body representing the notarial profession vis-à-vis the European institutions, is seeking an Assistant Manager (M/F)

The main responsibilities for this position will consist of the general administration of the coordination of the CNUE's activities.

Job description:

- Writing letters and emails;
- Coding of accounts (LEX programme) and paying bills electronically;
- Preparing and organising meetings;
- Supplying data on the Intranet;
- Managing the agenda;
- Filing, switchboard, etc.

Profile

- Qualified secretary or an equivalent profile and knowledge of accounting;
- If possible, knowledge of the European environment;
- Ideally five years of professional experience;
- Excellent command of French (oral and written) and very good knowledge of English. Knowledge of German would be an asset.
- Well-organised and meticulous worker.

We offer:

- A European multicultural environment;
- A permanent contract;
- A small dynamic team.

Limit for submitting applications no later than 4 January 2010

Send your CV, motivation letter and salary expectations by email to info@cnue.be or by fax to +32 (0)2 513 93 82

www.cnue.eu