



CAREER OPPORTUNITY:  
**Centre Administrator**

The Centre for European Studies - the official political foundation/think-tank of the European People's Party (EPP, the largest European-level political party of the centre-right), has launched its activities on a wide-range of political themes, with particular emphasis on European policy-oriented studies. The Centre for European Studies is looking for a dynamic, motivated and innovative individual to fill the full time position of Centre Administrator, based in Brussels.

Established under the revised EU Regulation (EC) No 2004/2003 of the European Parliament and of the Council on the regulations governing political parties at European level and the rules regarding their funding, the Centre is a growing organisation that offers the unique opportunity of being part of a new and energetic team, which will lay the groundwork for the organization's ambitious plan of action.

**Key responsibilities:**

- General administrative support for the Centre and its Director;
- Handling day-to-day administrative tasks of the Centre;
- Ensuring the daily supplies of the Centre;
- Managing and developing the database of the Centre;
- Assisting with the planning and execution of events;
- Managing the files and archives of the Centre, including the follow up of mail exchange.

**Candidate requirements:**

- The candidate should have a good knowledge of English, French and German;
- A university degree will be considered a strong asset;
- Experience in providing administrative support services to management including:
  - organize and manage his/her supervisor's day to day activities (i.e. email, schedule, travel);
  - providing secretariat support;
  - managing incoming and outgoing correspondence;
  - making travel arrangements;
  - establishing and maintaining file systems.

**Submission of application:**

Applicants should forward a detailed CV and a cover letter by e-mail at [info@thinkingeurope.eu](mailto:info@thinkingeurope.eu) to the attention of Tomi Huhtanen, CES Director, at latest 15 November 2008. When applying, please mention in the subject-line of the email message "Centre Administrator".