

PROJECT OFFICER

Closing date for application: 20 October 2021

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 2000 Chambers and their 20 million business members across 43 countries and all sectors of the economy (for more information: www.eurochambres.eu)

EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Project Officer to reinforce the team in charge of the implementation of the Turkish European Union Business Dialogue (TEBD - for more information: <https://tebd.eu/>)

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by **20 October 2021**. Only preselected candidates will be contacted. **Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.**

Responsibilities:

- Management of all events organised in the framework of the TEBD project
- Selection of events venues
- Organisation of online events and high level meetings
- Flight and hotel reservation for participants and speakers
- Relations with service providers
- Website management: updating TEBD website
- Management of PR material
- Secretariat Steering Committee and Management Meetings

Requirements:

- A minimum of 1 year of experience in event management, project administration and implementation of projects in EU projects
- Excellent communication skills in English (spoken and written) and Turkish (one other European language an asset)
- Team spirit and good interpersonal skills
- Strong organisational capacity and the ability to multi-task
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools

We offer:

- A challenging international work environment
- Experience in managing a high profile, multinational EU level initiative
- Numerous advantages in addition to the salary (DKV hospitalisation insurance, DKV medical and dental insurance, luncheon vouchers, 13th month remuneration, extra legal holidays)