

TRAINEESHIP PROFILE

NETWORK SECRETARIAT- BRUSSELS LIAISON OFFICE (NET-BLO)

Description of the work

The trainee shall provide support to ensure the smooth functioning of the work of the Brussels Liaison Office.

Reporting to the Manager of the Brussels Liaison Office, the trainee will assist in the following tasks:

- Day-to-day running of the Brussels Liaison Office. This involves dealing with the public, answering and referring queries, telephone and email response and administrative tasks.
- Prepare meetings for the Manager including assistance with diary management, document management, preparation of power point presentations and follow-up.
- Attend selected meetings with the Manager in particular within the EU institutions.
- Preparation of all Agency events in Brussels such as partner meetings, media events and campaign activities.
- As required with specific project work, including report-writing as designated by the Manager.
- Facilitate regular and systematic liaison with the Bilbao headquarters of the Agency.

The trainee will have the possibility to participate in a number of meetings with the objective of learning how the Agency works and interacts with its stakeholders.

A study visit to the Bilbao headquarters and/or Luxembourg is envisaged. Such study visit will be considered as a mission, and for its reimbursement the relevant provisions applicable to EU-OSHA will apply.