

## Assistant Manager - Internship

6 months part-time in Brussels

### Description of the function

The Management assistant is expected to help the BSC Manager with her daily tasks with a special focus on communication projects. The contract is based on a Convention d'immersion professionnelle.

### Tasks and responsibilities

- Contribute to the daily activities of the BSC
- Participate in writing of all types of documents in English
- Develop layouts for all types of documents
- Coordinate and participate in the organisation and management of our programmes in Competition Law and Law & AI
- Help the Manager to develop new tools for the online lectures
- Help the Manager to define work process management
- Monitor the website and social networks
- Create reporting of the lectures
- Encoding customer data in CRM
- Optimise of the company's branding
- Participate in the daily administrative tasks
- Available on Fridays

### Required profile

- **Bachelor's degree**
- You have a strong interest in project management and communication
- Strong verbal or written communication skills **in English**. A good knowledge of French and/or Dutch is an asset
- You are organised, creative, flexible and sociable
- You have a sense of initiative and attention to detail
- You have a good knowledge of social networks (LinkedIn), desirable knowledge of Mailchimp
- You are familiar with the Office suite (Outlook, Word, Excel, PPT)

### We offer

- Friendly and dynamic working environment.
- **Part-time position** based in Brussels **starting early January 2022**.
- **6-month fixed term internship contract (CIP<sup>1</sup>) under the Belgian law**
- Interviews will be held at the BSC office in Brussels. Only the candidates selected for interviews will be notified per email. Only short-listed candidates will be contacted for an interview.

Please send your **CV and motivation letter** to [info@bsc.brussels](mailto:info@bsc.brussels) before **30 January 2022**.

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<sup>1</sup> Convention d'immersion professionnelle : <https://www.actiris.brussels/fr/citoyens/convention-d-immersion-professionnelle/>