



Union Européenne des Producteurs de Granulats  
Europäischer Gesteinsverband  
European Aggregates Association

## Half-time Secretary

UEPG, the European Aggregates Association, represents the largest non-energy extractive industry with Members in 29 countries across Europe. Our mission is to demonstrate the key role played by the European Aggregates Industry in meeting the needs of Europe and its society and to shape EU public policy in areas where it is likely to affect the sector.

More information on: [www.uepg.eu](http://www.uepg.eu)

We are currently seeking a dynamic **half-time Secretary** to join our small and highly-dedicated international team based in the European quarter of Brussels.

**Responsibilities** will include assisting the Secretary-General and the two Public Affairs professionals in their lobbying activities, monitoring EU issues, updating the UEPG website, assisting in the organisation of events, developing communication materials, and assisting in the day-to-day office management.

### Requirements

- Third level qualification or practical experience demonstrated in a similar role
- French native speaker or equivalent and fluent in English
- Good knowledge of EU policy-making process and institutions
- Excellent analytical, organisation and communication skills
- Strong computer skills, particularly Microsoft Word and Excel
- Ability to work as a team member and to meet tight deadlines

The position is available from 1 October 2017.

### Contact

To apply, please send your CV to [secretariat@uepg.eu](mailto:secretariat@uepg.eu) by **Friday, 1 September 2017**. Your application letter should describe how you see yourself fulfilling the role as outlined above.