



Vacancy for Team Assistant

Interel PR & PA is a full service consultancy managing assignments ranging from reputation management to financial communications, consumer PR and European Public Affairs.

We are looking for a **“Team Assistant”** to support the work of the **European Public Affairs practice**, and are interested in receiving applications from any interested candidates.

The position is available for immediate start.

The ideal candidate will possess the following characteristics:

- University or equivalent vocational training
- Excellent languages – English and French (other languages a bonus)
- Excellent office application skills (Word, Powerpoint, Excel) and typing
- Excellent spoken and written communication skills
- Ability to manage time, prioritise workload in a busy environment

The position includes both internal administration and client-related tasks, including:

- Invoicing and verification of expenditures
- Handling incoming calls, faxes and deliveries
- Maintaining internal lists and databases
- Document finishing and formatting, and printing and binding of presentations
- Event logistics
- Coordinate mailings
- Organise consultant travel

Interested candidates are invited to send a motivation letter and CV to Gilles Vink, Secretary General of Interel, at gv@interel.eu indicating “EPA Team Assistant” in the subject line.