

JOB DESCRIPTION

Job Title: Communications and Office Manager

The position of Communications and Office Manager (COM) is based in the UPEi Headquarters in Brussels (close to EU institutions) and is a full-time position (38 hours/week). It may occasionally require attendance at meetings outside of normal working hours as well as some international travel (within Europe).

The COM will support the UPEi Secretary General, to whom it will report, with the administration of the Association (AISBL) and its communication and advocacy activities.

Duties and responsibilities:

The position of COM is a multi-task role with a focus on communications as well as administrative tasks required for the association's management. The position allows for competence and initiative to be awarded with a high degree of responsibility for specific topics, in agreement with the Secretary General, including developing communication strategies and handling contacts with the UPEi membership and stakeholders.

Communications:

- Develop internal and external communication material (publications, press releases, annual report etc)
- Propose and implement dissemination activities to promote UPEi and its position on key policy files
- Draft a monthly UPEi newsletter under the guidance of the Secretary General
- Update and maintain UPEi website and members' area
- Produce content and manage social media accounts (Twitter and LinkedIn)
- Monitor news, social media, events
- Liaise with external suppliers (such as designers, printers, etc)

Office administration:

- Ensure the smooth daily functioning of the UPEi Secretariat in terms of maintaining relations with external suppliers (including IT) and relevant services and authorities
- Organise internal (Board, General Meeting, Commissions) and external meetings and conferences, including outside Brussels
- Prepare working documents and presentations under the guidance of the Secretary General
- Prepare, process and archive invoices, payments, and financial/fiscal documents for accounting purposes





The COM may be asked to undertake other tasks at the request of the Secretary General, compatible with his/her skills and competence.

Required Profile:

- University degree in the area of communications or administration or relevant knowledge and experience
- Solid professional experience, ideally in European associations management and communication
- Strong planning and organisational skills and ability to work autonomously and flexibly
- Excellent communication (written and oral) and copywriting skills that can transform a complex policy into digestible and engaging content
- Excellent command of English is vital, while French will be considered a plus
- An interest in the energy sector or demonstrate the ability to adapt to a new sector
- Strong IT and computer skills (Microsoft Office package, web maintenance, basic design tools)

UPEI offers a permanent contract with a competitive package.

Application Information:

To apply, please send a maximum two-page CV and a cover letter to applications@upei.org by 8 April 2022 cob.

A selection procedure including a screening of CVs, interviews and tests will be organised for the shortlisted candidates.

About UPEI

UPEI represents nearly 2,000 European importers and wholesale/retail distributors of energy for the transport and heating sectors, supplying Europe's customers independently of the major energy producers.

They are the interface between producers and consumers, using their own infrastructure and flexibility to supply existing demand for conventional and renewable liquid fuels, as well as non-liquid alternatives as part of the energy transition. They cover more than a third of Europe's current demand. The organisation brings together national associations and suppliers across Europe.