

JOB DESCRIPTION

Job Title: Communications and Office Manager

The position of Communications and Office Manager (COM) is based in the UPEi Brussels office and is a full-time position (38 hours/week) which may require attendance of meetings outside of working hours as well as some international travel.

The COM will support the UPEi Secretary General with the administration of the Association and its communication and advocacy activities.

Duties and responsibilities: The position of COM is a multi-task role with a focus on communications but including administrative tasks. 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 management:

Ensure the smooth functioning of the UPEi Secretariat in terms of administration and provision of information to UPEi members and external contacts:

- Organise internal and external meetings and conferences
- Provide logistics and general administrative support
- Preparation of documents/presentations
- Preparation, processing and archiving of invoices and financial 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





- 1-3 years professional experience, ideally in Brussels European affairs
- 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. To this effect, an 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 (word, excel, power point, web maintenance, basic design tools)

UPEI offers an initial six-month contract with a competitive package, with the prospect to follow up with a long-term contract.

Application Information: A selection procedure including a screening of CVs, interviews and tests will be organised for the shortlisted candidates. To apply, please send a one-page CV and a cover letter to applications@upei.org by 28 January 2019.

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.