



**EUROPEAN PANEL FEDERATION**  
WOOD - BASED PANELS

Our client, **EPF**, the **European Wood-Based Panels Federation** (Brussels), has members in more than 30 European countries and represents the manufacturers of particleboard, MDF, OSB, hardboard, softboard and plywood. The European wood-based panels industry has an annual turnover of about 25 billion euro, and creates over 100.000 jobs directly.

The **European Wood-Based Panels Federation** exists to give its members a strong, collective voice in responding to the political, economic and technical issues that impact the industry and their ability to grow their businesses. Working closely together with its members, **EPF** champions the industry as an integral part of the EU's bio and circular economy, while championing high standards of wood-based panel manufacturers and their contribution to a greener, more sustainable economy.

To ensure smooth and efficient operations of the organisation we are looking for an enthusiastic and versatile :

# ADMINISTRATIVE OFFICER

## with a Talent for Communication

Brussels, European District

### MISSION

You will play a pivotal role in supporting the overall management and functioning of the office by performing essential administrative duties while also contributing to communication efforts and initiatives. Key Responsibilities include :

- General and day-to-day office administration to support internal staff and facilitate collaboration and coordination with over 100 member companies.
- Organisation of (internal/external) meetings and events from early planning and preparing agendas to final delivery and follow-up.
- Supporting the preparation of the Annual Report, maintaining and updating records and ensuring data accuracy.
- Communicating EPF's messages to internal members and external parties such as the European Institutions as well as regulators and other stakeholders. This includes dissemination of information from EU projects that EPF is engaged in.
- Helping with the collection of market data from member companies.
- Assisting with financial tasks such as processing of invoices and expense records, budget tracking etc.
- Handling administrative tasks related to travel and logistics, such as booking flights and accommodations.
- Assisting in the preparation of reports, press releases, newsletters, memos and presentations. This includes basic content updates for EPF's website and social media.

### PROFILE

- You have a higher degree (min. Bachelor), ideally in Office or Business Administration or related fields.
- You have a proven successful experience in an all-round administrative role, preferably in a multi-functional and international environment. You have an interest in European affairs
- You have strong organisational and time management skills with the ability to handle multiple projects and priorities and work under pressure.
- You have a proactive, problem solving mindset with a focus on continuous improvement.
- You are self-motivated and resourceful with a strong sense of responsibility and commitment to high-quality work.
- As a team player you excel in working with a small and diverse group of colleagues.
- You have an eye for detail and accuracy with the ability to maintain confidentiality and exercise discretion.
- You are highly proficient in MS Office and willing to learn how to use new tools (e.g. Wordpress). Prior experience supporting professional communication efforts is an advantage.
- You have excellent written and oral communication skills in English with knowledge of additional languages (especially Dutch or French) as an asset.
- You are prepared to work 4 days per week in the Brussels office.



### INTERESTED ?

Send your application letter and CV to **Search & Selection** for the attention of Mrs. Ilse Pierloot : [i.pierloot@searchselection.com](mailto:i.pierloot@searchselection.com)

You can also register on-line on [www.searchselection.com](http://www.searchselection.com) and apply directly for this vacancy by following reference number : 15650.

### OFFER

EPF offers an exciting job in a dynamic European environment within a stimulating team of colleagues. Our enjoyable and flexible offices are situated in an excellent location for public transport connections, but also have parking facilities. You can look forward to a competitive salary and attractive extralegal benefits including life insurance, pension plan, private health scheme, meal vouchers etc.

