

Vacancy notice

Permanent contract

Department: Administrative Operations
Unit: Conferences Unit
Post: Conference Officer

The International Trade Union Confederation (ITUC) represents the world's working people through 332 member organisations in 163 countries. We are the largest democratically elected movement in the world.

JOB MISSION

To support and deputise for the Conference Coordinator in the practical, logistical, as well as administrative organisation of meetings and events (hybrid, virtual and on site-ones), missions for ITUC staff travelling abroad and for participants at meetings.

JOB DESCRIPTION

Responsibilities

- To plan, create, facilitate, and finalise meetings, web-based meetings, conferences and trips as single projects:
 - Manages attendee invitation process and tracking;
 - Processes and indexes all kinds of information in the required database;
 - Keeps up all kinds of files regarding meetings;
 - Drafts correspondence to confirm bookings and reservations, to inform participants;
 - Ensures administrative requirements related to travel insurance;
 - Checks contracts, follows up signatures;
 - Checks invoices in compliance with contracts.
- To liaise and maintain contacts with ITUC staff members, affiliates, participants of meetings, airlines, hotels, service providers, etc.
- To consider time differences worldwide and individual requests, with a concern for quality, efficiency, accuracy and cost awareness.
- To report to the Coordinator on the status and progress of activities and to resolve, in cooperation with the Coordinator, varying practical problems and to give assistance to ITUC staff, affiliates and partner organisations when problems occur during traveling, meeting or missions.
- To ensure assistance and back-up for colleague(s): including, under exceptional circumstances, assisting travellers outside office working hours, and carrying out such other work as shall from time to time be required.

Qualifications/skills required

- Experience with GDSs' (Amadeus), fare research, issuing, exchanging and cancelling tickets/flights.
- ICT skills: experience with Windows, Outlook, MS Office, MS Project, GoToWebinar, Zoom Webinar and Teams. Experience about any other web-based meeting platform is an asset.
- Ability to manage many different projects simultaneously and meet deadlines consistently.
- Professional/technical expertise in providing administrative support.
- Planning and work organisation.
- Information seeking and sharing – data and document management.
- Understanding of the requirements for data security and data protection under GDPR.

Interpersonal Skills

- Service orientation
- Teamwork and co-operation

Communication and Linguistic Skills

- Listening and communication skills
- Writing skills (correspondence)
- Multilingualism: English working language and understanding of other ITUC official languages

We offer an attractive salary and benefits package.

Once appointed, the postholder must live within daily commuting distance from the Brussels' office.

The ITUC is an equal opportunity employer, and we encourage appropriately qualified candidates, especially women, candidates from developing countries and minorities to apply.

Closing date: 14 January 2022, 17:00 Brussels time

Applications: CV and cover letter should be sent in English to HR – jobs@ituc-csi.org