



## Party of European Socialists (PES)

### Receptionist and Inhouse Events support (fulltime)

Brussels, July 7th, 2021

The Party of European Socialists (PES) brings together the Socialist, Social Democratic, Labour and Democratic parties from all over the European Union, UK and Norway. Together with 33 full member parties and 12 associate and 12 observer parties, we fight for a better and more progressive Europe. Find out more at [www.pes.eu](http://www.pes.eu).

The fundamental values of the PES are democracy, freedom, equality, peace, justice, and sustainability. These values belong together and are combined, they form a moral compass to build progressive societies. We are committed to fighting for social justice, growth and jobs, consumer rights, clear rules for the financial sector, human rights and sustainable development around the world. We are working to shape progressive European policies and make Europe work for its people.

The PES is currently looking for a Receptionist and Inhouse Event Support. In this position you will handle a broad range of reception tasks, follow up on the office management and you will support the Event team with the inhouse events.

#### Job description:

Among other tasks, your main duties will be to:

- Welcome and follow up of visitors (greet, welcome, direct and announce them appropriately);
  - Answer the phone: screen incoming calls and emails; take messages or respond as required;
  - Distribute incoming post and prepare outgoing post/deliveries/make arrangements with couriers;
  - Look after security procedures and monitoring access (logbook, issue visitor badges);
  - Update appointment calendars and schedule meetings/appointments;
  - Maintain safe and clean reception area by complying with procedures, rules, and regulations;
  - Execute changes of internal extensions and mobile phones and update extensions lists;
  - PES Mobile Fleet management, direct contact with carrier's Business Support and tendering of mobile services contract when required
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- Organize room setup for in-house meetings: logistical preparation (catering, interpretation, etc.);
  - Register and welcome attendees for the meetings;
  - Prepare calendar for internal and external activities;

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**Party of European Socialists**

10-12 Rue Guimard

B-1040 Brussels

Belgium

- Provide office support and deal with maintenance of the building;
- Register electronic badges and take care of the telecommunication support;
- Ask for quotes and negotiations on rates and contracts with suppliers, such as UPS, Security, building and cleaning company and monitoring on-time deliveries;
- Control office supplies stock, PES Materials, parking spaces, overview of external PES archives, along with close monitoring and management of in-house stock room/archives
- Perform other clerical receptionist duties such as filing, photocopying, collating, scanning etc;
- Support external meetings: arranging transportation and on site material distribution and setup;
- Help with registration of participants and database management, especially in preparation of annual events;
- Provide support to the events team during events preparation and take part in the weekly events coordination meetings;
- Check that cost sharing agreements are in line with the EP guidelines and follow up on events organization in verifying purchase requests, check supplier invoices meet cost sharing agreements, follow up and payment of suppliers and completing events dossiers for external auditing.

#### **Profile:**

- You possess good verbal and telephone communication skills;
- You are friendly and customer oriented;
- You have excellent command of English and good knowledge of French (both written and verbal);
- You have a flexible attitude and client orientated approach;
- You have the ability to be resourceful and proactive in dealing with issues that may arise;
- You can organize, multitask and prioritize;
- You are able to work independently and to meet short deadlines;
- You have a good command of office IT skills;
- You have a minimum 3 years of work experience in similar position;
- You show a commitment to the core values of the PES.

#### **Offer:**

- The opportunity to work in the context of the European Union in Brussels, in a multicultural and multilingual environment;
- A fulltime 1 year contract (replacement with possible extension), submitted to Belgian social legislation, to start begin/mid-September 2021;
- An attractive salary package, including meal-vouchers, hospitalization insurance, pension fund and full public transport reimbursement;
- Offices located in the heart of the European neighbourhood, very accessible by public transport (Brussels Central Station, Metro Arts-Loi).

#### **How to apply:**

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of PES Human Resources Department, by August 20th, 2021. Mention the following in the subject field of your e-mail: Receptionist and Inhouse Event Support. Your application should be submitted by email to the following address: [hr@pes.eu](mailto:hr@pes.eu).



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