

POSITION: Concawe REACH dossier update associate

Contract : Open-ended

Concawe acts as Substances Information Exchange Fora (SIEF) facilitator for European petroleum substances and manages an active R&D programme to provide additional information required for REACH.

We are looking for an Associate to fill a position supporting the REACH Team. We are seeking candidates with proven IT skills and preferentially experience in the petroleum refining or related industries.

Purpose of the Role and specific responsibilities:

The Concawe Science Executive for REACH Delivery is looking for a highly organized individual, proficient with IT tools with the ability to accurately record, transcribe and manage data.

The main role will be to support REACH dossier update processes to maintain dossiers for petroleum substances.

• Activities:

- Develop detailed understanding of [IUCLID](#) (the International Uniform Chemical Information Database) and CHESAR
 - Develop tools which can assist users in importing data from different sources into the right IUCLID fields
 - Support Concawe and Member Company staff working to improve the quality of technical information in dossiers
 - Participate internal & external expert groups
 - Document processes, record information in a clear and traceable manner, using different media
 - Work to deadlines and provide project management input, progress reports etc.
 - With experience, the incumbent will provide advice to registrants for petroleum substances
- The candidate may additionally be required to help in a variety of tasks to support the REACH Secretariat, for example:
 - conduct surveys and analyse the results, apply statistical methods
 - assist with other research projects

Concawe: Background Information

Concawe is the science division of an international non-profit association (The European Petroleum Refiners Association aisbl) whose mission is to provide research & technical support to the EU downstream oil refining industry in the study of environmental, health, safety and testing issues relating to the refining of crude oil and the distribution and use of petroleum products, with the aim of improving the understanding of these issues by the industry, authorities, users and other interested parties.

The Association represents the interests of 41 Companies operating petroleum refineries in the EU. Members account for almost 100% of EU petroleum refining capacity and more than 75% of EU motor fuel retail sales.

Professional Profile:

Education & Experience

- Higher education degree level essential, preferably in natural sciences or engineering
- Knowledge of petroleum substances is an advantage
- Familiarity with regulatory science / product stewardship is an advantage

Skills & Competencies

- High proficiency in IT
- Highly organised individual
- Good proficiency in English (oral and written) is essential; other EU languages are an advantage
- Interest in environmental health-related topics
- Chemical analytical skills will be an advantage

	<ul style="list-style-type: none">- Excellent organisation skills- Excellent transcription skills- Self-starter and autonomous in his/her work- Ability to ask for help when needed
Additional	<ul style="list-style-type: none">- Permit to work in EU
Organisational Fit:	Reports to the Science Executive for REACH Delivery
Training :	Concawe will provide training on the petroleum refining industry and its products as well as relevant regulatory science.
The position is based in Belgium (Brussels)	

For application, please send your CV and motivation letter to: recruitment@concawe.org mentioning "Concawe REACH IT support" in the subject of your e-mail.

Concawe - Bd du Souverain, 165 – 1160 Brussels – Belgium - www.concawe.org