

Position: SIEF Administrative Trainee	Start: January 2020
	Application deadline: 9 December 2019
<p>You will have the opportunity to develop your skills in all aspects of administrative work carried out by a dynamic team of four persons, whose main objective is to provide support and information to Concawe’s REACH registrants. You will use and support improvement of new software and develop new activities subsequent to regulatory requirements.</p>	
Who are we?	
<ul style="list-style-type: none"> • Concawe is the scientific division of the European Petroleum Refiners Association based in Brussels. Concawe represents the interests of 40 Companies operating refineries in the EU. Members account for almost 100% of EU petroleum refining capacity and more than 75% of EU motor fuel retail sales. • Since several years, Concawe has developed a program to actively support its members in their registration obligations under the EU REACH regulation (Registration, Evaluation and Authorization of Chemicals). In this context, Concawe leads the organization of fora called “SIEF” (Substance Information Exchange Fora) in which companies (Concawe as well as non-Concawe members) exchange information on Chemical Substances that manufacturers and importers of petroleum substances have to register under REACH. You will work with the team in charge of managing the relationships between the SIEF participants. 	
What do we offer?	
<ul style="list-style-type: none"> • One year internship in the form of a “Convention d’immersion professionnelle “ • Monthly salary of 1200 € and the reimbursement of the public transport in Brussels • International and dynamic multicultural environment • Possibility to extend to a full contract based on your performance 	
What do we expect from you?	
<ul style="list-style-type: none"> • Work in a coordinated manner with the team members to deal with the main activities: licensing, contractual follow-up, data check. • Duties include, amongst others : <ul style="list-style-type: none"> - Administrative – You will assist in the preparation of contracts, monitor data and update the database with information on the status of SIEF participants, their orders, contact details and history of client relationship. In addition to this, you will be responsible for treating incoming e-mails from our members and non-members. Furthermore, you will also be assisting in the preparation of regular reports for the SIEF manager and assisting in the preparing of presentations of scientific meetings. - Financial – You will assist in the preparation of invoices to SIEF participants (license fee, share of SIEF management cost) and follow-up on payments with the Concawe accountant. 	
What is your professional profile?	
<ul style="list-style-type: none"> • Education & Experience: <ul style="list-style-type: none"> - You possess a degree/diploma/certificate in Administration, Finance or other relevant field (or equivalent). • Skills & Competencies <ul style="list-style-type: none"> - You are an open-minded person who values being a team player, but can work independently and is proactive. - You possess a strong analytical ability, numeracy, strong oral and written communication skills with great attention to detail. - You are organized and have a structured mind to deal with large quantities of work against strict deadlines. - You are fluent (both spoken and written) in English. The knowledge of any other language is an asset. - You possess excellent computer skills (Word, PowerPoint, Excel...) - You have the permit to work in the EU 	
What is your report line? Science Executive	
<p>To apply, please send your CV and motivation letter to: recruitment@concawe.eu mentioning “SIEF Administrative Trainee” in the subject of your e-mail.</p>	
<p><i>By applying for this vacancy, you agree that we use your personal data for recruitment purposes only. All your private information will be deleted from our files after the recruitment process.</i></p>	