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Job alert – we're hiring an Administrative Assistant
Do you want to work at the heart of the European Union? Are you looking for a first professional experience in a young, dynamic, and multicultural environment? If so, it's the right time to join our team at European Business Summits (EBS).

Internship / Administrative Assistant
Starting Date: As soon as possible

European Business Summits (EBS) is a renowned Brussels-based organisation that facilitates networking and multi-stakeholder debates. Our purpose is to achieve the greatest impact on policy-making processes by bringing together business leaders, policymakers, civil society experts and opinion formers to stimulate diverse thinking on the most challenging global issues.

We are looking for an Administrative Assistant for a paid 6-month contract to support the company with managing purchasing processes, coordinating supplier engagements, and ensuring effective implementation and visibility of EBS procurement activities.

Main tasks

- Maintain accurate procurement files and documentation, ensuring compliance with internal policies.
- Manage relations with vendors (venues, catering, interpretation, printing, AV, travel, etc.) and keep the supplier database up to date.
- Request and assess quotes, support small tender procedures, and prepare comparison/selection reports.
- Draft purchase orders and contracts, monitor contract validity, and ensure complete and compliant documentation.
- Monitor procurement budgets for events, verify invoices against contracts and deliveries, and support timely payments.
- Provide general office management and administrative support.

Your profile

- Relevant university degree (Economics and Business, EU studies, International Relations, Communications).
- Excellent written and spoken English skills (minimum C1 level).
- Knowledge of the Microsoft Office Package (Microsoft Word, PowerPoint, Excel). Knowledge of procurement platforms is a plus.
- Good understanding of EU institutions and interest in European and global affairs.
- A proactive and multi-tasking team player, with excellent organisational and communication skills.
- Able to show flexibility and initiative and to work autonomously in a multicultural team.

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What we offer

- The opportunity to work in a young, dynamic, international and fast-paced environment and to combine a first full-time work experience with hands-on training.
- Room for professional development and to acquire challenging and interesting responsibilities.
- The opportunity to develop a high-level network by attending the Summits and all preparation meetings with key stakeholders.
- A 6-month Brussels-based paid internship (CIP contract, competitive remuneration) with possible 6-month renewal and subsequent permanent contract.

Who can apply?

- This position is ideal for recent graduates and young professionals.
- It is open to candidates in possession of a valid work permit in Belgium.

How to apply?

- To apply, please send your CV and a 1-page cover letter to recruitment@ebsummit.eu with the email subject **ADMINISTRATIVE ASSISTANT – JOB APPLICATION.**
- Please note that only shortlisted candidates will be contacted.
- Applications will be accepted on a rolling basis until the position is filled.