

**The International Life Sciences Institute, Europe
is seeking an exceptional candidate for the post of**

Project Assistant

The International Life Sciences Institute, Europe (ILSI) is based in Brussels, Belgium. Its team comprises 19 persons of different nationalities. The International Life Sciences Institute is a non-profit, worldwide foundation established in 1978 to advance the understanding of scientific issues relating to nutrition, food safety, toxicology, risk assessment, and the environment.

Do you fit the following profile?

- bachelor's degree in Administration or equivalent years of experience required,
- at least three years of experience in administrative support,
- excellent communication skills and good command of English grammar, knowledge of French is an advantage,
- excellent typing and proofreading skills, organizational skills, and strong attention to detail,
- computer literate (Word, Excel, Powerpoint, Outlook, Internet.),
- ability to follow verbal and written instructions,
- flexible and able to work in a team,
- individual must be self-motivated and proactive,
- holding or able to obtain a working permit in Belgium.

Task overview:

- provide administrative support to scientists: typing, correspondence and mailings, contacts with meeting participants, follow up actions, filing, etc.,
- prepare and edit documents for meetings and workshops (agendas, programmes, lists of participants, documentation, etc.),
- updating website,
- provide logistic support for workshops,
- assist administratively in EC project management,
- etc.

We offer:

- a multicultural, dynamic, flexible working environment,
- initially a one-year contract, with renewal options,
- good remuneration package in line with age, responsibilities, and experience.

How to apply:

Please send only your **covering letter, full CV in English** by email to application@ilsieurope.be

For the attention of the Office Manager

Subject matter: your name, date, application_Project Assistant2017

Deadline: 02 June 2017

ILSI Europe, Avenue E. Mounier 83, box 6, 1200 Brussels, Belgium

Only selected candidates will be invited for an interview. More Information on ILSI Europe at

www.ilsieurope.be