

EuroCommerce is a leading European business federation and the principal voice for retail and wholesale in Brussels (www.eurocommerce.eu). We are a team of 20 policy and advocacy professionals working on a fascinating and diverse set of issues and projects for retailers and wholesalers. In order to strengthen our team, we are currently looking for a

Manager, Advocacy and Political affairs

The Manager will work closely with the Director, Advocacy and Trade, with policy heads and advisers, and with members, to support, coordinate and drive EuroCommerce's advocacy actions towards the EU institutions. He/she is the liaison for EuroCommerce with the European Parliament.

Your responsibilities

- Liaising with the European Parliament, building a wide network of contacts among MEPs and assistants active in the wide areas of policy relevant to retail and wholesale;
- Facilitate our engagement and setting up frequent meetings with MEPs and their assistants, in coordination with policy heads and advisers;
- Following the work of relevant EP committees and plenaries to provide colleagues with early warning and intelligence of issues and people we will need to engage with;
- Monitoring the upcoming agendas of European Commissioners' weekly meetings and European Council meetings to provide early warning to colleagues of upcoming issues;
- Maintain database of key people in EU institutions;
- Writing and editing reports, position papers, letters, press releases;
- Researching supporting material and facts to support our messaging and advocacy;
- Helping coordination of inputs to strategic planning and Board meetings.

Your profile

- 2-3 years professional experience in an EU-facing body, with experience in or close work with the European Parliament;
- Relevant university degree (e.g., economics, government or politics) and an interest in EU policy and politics;
- Sound understanding of the functioning of EU institutions and regulatory and policy processes;
- Some knowledge and understanding of the retail sector is a plus;
- Strong writing, presentation and analytical skills, including in social media;
- High energy and ability to deliver results in a demanding environment with tight deadlines;
- Proactive and able to work autonomously;
- Good interpersonal skills and ability to develop strong working relations with EuroCommerce members and other outside stakeholders;
- Strong communication skills in written and spoken English; good knowledge of other European languages an asset;
- Good knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), social media

How to apply

Please submit your application letter and CV to Neil McMillan, Director, Advocacy & Trade, Senior Counselor, Political Affairs & Strategy at mcmillan@eurocommerce.eu