

EuroCommerce is a leading European business federation and the principal voice for retail and wholesale in Brussels (www.eurocommerce.eu). We are a dynamic team of 20+ policy and advocacy professionals working on a fascinating and diverse set of issues and projects for retailers and wholesalers. We strongly value teamwork in an international and motivating environment. We are currently looking for a:

Manager, Advocacy and Political affairs

The Manager will work closely with the Senior Counsellor Strategy and Political affairs, Director, Advocacy and Trade, with policy heads and advisers, and with members, to support, coordinate and drive EuroCommerce's advocacy activities with the EU institutions. He/she will act as 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;
- Facilitating our engagement and setting up meetings with MEPs and their assistants, in coordination with policy heads and advisers; following the work of relevant EP committees and plenaries
- Monitoring upcoming agendas of European Commissioners' weekly meetings and European Council meetings;
- Writing and editing internal and external communications documents; helping coordination of inputs to strategic planning and Board preparation;
- Researching supporting material and facts to support our messaging and advocacy.

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 would be a plus;
- Strong writing, presentation and analytical skills, including 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 the EuroCommerce team, members and other outside stakeholders;
- Strong written and spoken English; good knowledge of other European languages an asset;
- Good knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).

How to apply

Please submit your application letter and CV by 31 January 2022 to Neil McMillan, Director, Advocacy & Trade, Senior Counsellor, Political Affairs & Strategy at mcmillan@eurocommerce.eu