



## Party of European Socialists (PES) Receptionist (fulltime)

The Party of European Socialists (PES) is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 32 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our office is based in Brussels.

### Job description:

- Welcoming and follow up of visitors (greeting, welcoming, directing and announcing them appropriately);
- Screening incoming calls and emails; taking messages or responding as required;
- Receiving and sorting daily mail/deliveries/couriers;
- Coordinating and preparing travel arrangements, including accommodation;
- Respecting the security procedures and controlling access (monitor logbook, issue visitor badges);
- Updating appointment calendars and scheduling meetings/appointments;
- Maintaining safe and clean reception area by complying with procedures, rules, and regulations;
- Executing changes of internal extensions and updating extensions lists;
- Organizing room setup for HQ meetings: logistical preparation (catering, interpretation, etc.);
- Distributing mail, newspapers and internal newsletters;
- Asking for quotes and negotiations on rates and contracts with suppliers, such as UPS, Security, building and cleaning company and monitoring on-time deliveries;
- Managing and maintaining an overview of office supplies, PES Materials, parking spaces, external PES archives and (yearly) cleaning stocks;
- Performing other clerical receptionist duties such as filing, photocopying, collating, scanning etc.;
- Contributing to other duties as assigned.

 [www.pes.eu](http://www.pes.eu)

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Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

**Profile:**

- A high degree commitment to the core values of the PES;
- High level degree in a field relevant to the position;
- At least 3 years of relevant professional experience;
- Excellent English and French (both written and verbal);
- Professional appearance;
- Flexible attitude and client oriented approach;
- Ability to be resourceful and proactive in dealing with issues that may arise;
- Ability to organize, multitask, prioritize and to work under pressure;
- Able to work independently and to meet short deadlines;
- A good command of office IT skills.

**How to apply:**

Please send your application letter, accompanied by a detailed CV, to Marije Laffeber, PES Deputy Secretary General, **before 28/02/2017**. Applications should be sent by e-mail to [hr@pes.eu](mailto:hr@pes.eu) with the subject: Receptionist.

The PES promotes equal opportunities for women and men.

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