

REF: WindEurope/2016/07
Office & Events Sales Assistant
Start: as soon as possible

WindEurope (formerly EWEA, the European Wind Energy Association) is the voice of the wind industry - actively promoting wind power on behalf of member organisations in Europe and worldwide. Our resources are focused on policy activities, lobbying and supporting our members. windeurope.org

WindEurope is seeking an Office & Events Sales Assistant to support the WindEurope Reception and Events Sales Team in the Operations Division!

Main Responsibilities:

1. Reception:

- Provide support and back-up to the WindEurope Receptionist in all their activities
- Manage staff travel requests from the Policy Division

2. Events Sales:

- Provide support to the Events Team in all aspects of sales administration including data entry and orders in CRM
- Handle incoming inquiries, by mail, telephone, email or online systems
- Maintain data in the CRM database
- Back office tasks as requested

Required Qualifications:

Experience:

Over 3 years of relevant work experience

Education:

Degree in hospitality and/or administration or equivalent

Personal skills:

- Excellent interpersonal communication skills (internally and externally)
- Able to deliver under highly time-constrained situations
- Discretion
- Proactive and flexible

Language skills:

French or Dutch is a must

Excellent written and spoken English

To apply, please send your CV and a cover letter **by 30 May 2016** to jobs@windeurope.org with reference code: **WindEurope/2016/07**

Note: only short-listed candidates will be contacted after the deadline.