

## **Entry level Assistant - Brussels office of Jean Lambert MEP**

An opening has arisen for an Assistant (entry level position) in the Brussels office of Jean Lambert, Green MEP for London, starting as soon as possible until the end of 2017 (with possible extension).

### **Essential skills -**

- Strong organisational skills
- Excellent oral and written communication skills
- A working knowledge of the Parliament, including how Committees function
- Problem-solving attitude
- Genuine passion for Green politics and Jean's work in Europe
- Friendly, personable manner and a sense of diplomacy
- Good IT skills (Microsoft Office)
- Ability to learn quickly and adapt to a complex new environment.
- English native speaker equivalent
- Knowledge of French (highly desirable)

### **Job description –**

- Organising MEP's travel
- Responding to constituent emails
- Assisting with drafting of Parliamentary Questions
- Briefings for speeches and media appearances
- Attending meetings, reporting back for the MEP
- An interest in Jean's work on the Employment and Social Affairs Committee
- Assisting in the tabling of amendments
- Other tasks as requested by the line manager

The successful candidate will support the running of Jean's Brussels office, therefore a flexible approach to work is essential. Experience of drafting briefings, Parliamentary questions and official letters, and working with Parliamentary procedures is desirable.

**If you would like to apply, please do so using the application form and send your application with 'Application for the position of Brussels Assistant' in the subject heading to: [jean.lambert@europarl.europa.eu](mailto:jean.lambert@europarl.europa.eu)**

**The deadline for applications is midnight on the 5th March CET (Central European Time) Shortlisted candidates will be contacted for an interview which will take place on either the 20th/21st March in Brussels or 27th March in London**