

**Cosmetics Europe, the Brussels based European trade association of the cosmetic and personal care industry has an immediate opening for a:**

**Junior Public Affairs & Communications Officer**

**Main Responsibilities:**

- Reporting to the Director Public Affairs and Government Relations and supporting the Public Affairs and Communications team in the management of its activities for the association.
- Tasks will include:
  - Research, monitoring and reporting on a wide range of policy areas and political and legislative developments and on issues and media developments of importance to the cosmetics and personal care industry;
  - Supporting advocacy and communications external engagement activities towards stakeholders and media, including the development of advocacy and communication materials.

**Required Qualifications and Skills**

- Strong academic background in political science, law, communications or relevant field;
- This is an entry level position with a minimum 1-year relevant professional experience within an EU institution, international company, association or as a consultant;
- Comprehensive understanding of the EU political, policy and media/communications environment;
- Ability to manage multiple complex briefs;
- Strong organisational and diplomatic skills, team player and service minded. Collaborative, adaptable, pro-active and capable of providing efficient support to the Public Affairs and Communications team and Cosmetics Europe membership at large;
- Strong written and interpersonal skills and ability to build trusted relationships;
- Excellent written and spoken English. A fluency another European language/s would be an asset;
- Full knowledge of MS Office software (Word, Excel, PowerPoint, Outlook) and at least basic knowledge of social media (Twitter, LinkedIn).

**We offer**

- A competitive salary and fringe benefits package;
- A challenging position of high exposure in a motivated and international team;
- A wide range of opportunities within a strong industrial sector.

**Interested in this position?**

- Please send your résumé and a short (max 1 page) cover letter outlining your motivation for this position to: [jobs@cosmeticseurope.eu](mailto:jobs@cosmeticseurope.eu)
- **Applications must be received by close of business on 30-08-2021**
- Only successful candidates fulfilling all the requirements will be short-listed.
- Only short-listed candidates will be contacted.
- Shortlisted candidates will be asked to prove their background, qualifications, skills and experiences by providing relevant documents.

**Telephone enquiries cannot be answered.**