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APEAL, the Association of European Producers of Steel for Packaging, is a federation of the major producers of steel for packaging in Europe. Its members (Acciaierie d’Italia, ArcelorMittal, Tata Steel, thyssenkrupp Rasselstein and U.S. Steel Košice) employ over 200,000 workers in Europe, 15,000 of whom are employed directly the production of steel for packaging across 11 dedicated manufacturing sites.

Founded in 1986, APEAL represents:

* 95% of the total European production of steel for packaging.
* the production of up to 4.8 million tons of steel for packaging per year (equivalent to 42 billion steel cans).

Steel for packaging is used in a wide variety of applications, such as containers and closures for human and pet foods, beverages, aerosols, personal care, household and automotive care products, industrial products and paints, giftware and promotional products.

It is also widely used for hermetically closing glass jars and bottles.

Steel is the most recycled material in the world. The European top six countries, recycle on average over 90% making our material a top performer in terms of sustainability.

APEAL is a small multicultural/multilingual Brussels-based association. The selected candidate will work in a pleasant and dynamic environment close to the EU institutions.

Main responsibilities are:

* General administrative support (45%) to the APEAL members, the APEAL Secretary General and the APEAL team (organisation of meetings, travel arrangements, liaison with a broad range of service providers, welcoming visitors, answering/forwarding requests by telephone or email, filing…);
* Human and financial resources (40%): payments, issuing membership fees and follow up on payments, assisting accountant, auditor and Secretary General in their work around budget, audit and other financial tasksand basic HR tasks;
* Communication (15%): support to the APEAL Communication Manager mainly database of contacts and mailing lists, event organisations, and the monthly press review.

**Requirements**

* Flexible person with an interest in European Affairs
* Willingness to work in an international context
* Excellent communication, diplomatic and organisational skills
* Excellent knowledge of Microsoft Office (word, excel, ppt etc)
* Excellent written and spoken English and French, other EU languages an asset (Dutch, German, Italian, Spanish, Slovak or others)
* Self-motivated and positive attitude
* Ready to take initiatives and act proactively
* Integrity and discretion
* Short-term availability
* At least 2 years of professional experience in a similar position
* Experience in Human and Financial Resources is a plus

**Specification**

The selected candidate will be offered a contract of indefinite duration under Belgian law. The contract will be either 80% (32h) or full-time (40h). The number of working hours is negotiable.

Monthly salary: APEAL offers a competitive salary package including a complementary pension scheme, private health insurance (DKV), meal vouchers and eco-vouchers.

Deadline for applications: 12/01/24

Starting date: as soon as possible

More information on APEAL’s website: [www.apeal.be](http://www.apeal.be)

Please send your cv and cover letter (no standard letters) to Mr Steve Claus s.claus@apeal.be

Please note that only three to five shortlisted candidates will be contacted for an interview in the APEAL premises in Brussels.