



The European Casino Association is a non-profit organization representing Europe's licensed land-based casino industry. The ECA is currently looking to recruit a **part-time**

### **Administrative Assistant**

#### **Responsibilities**

- Provide administrative support to the management on a daily basis
- Management of website, social media and databases: Keeping internet pages and databases up-to-date by gathering all the necessary information from files and documents
- Assisting in the organisation of events
- Marketing support: Assisting in graphic design/public relation-related issues (support on leaflets, brochures).
- Organising and coordinating internal/external meetings; assisting in taking minutes of management meetings
- Preparing correspondence, presentations and reports (in Word, Excel and PowerPoint)
- Support in creating and follow-up of outstanding invoices

#### **Experience and qualification**

- Minimum 3 years of experience
- Excellent command of written and spoken English -preferably native English speaker
- Excellent command of written and spoken French
- Additional language (German) is a strong asset
- Excellent organizational and administrative skills
- Independent, dynamic, flexible, pro-active, open minded and result-driven
- Excellent analytical, communication and writing skills
- A sound knowledge of the MS Office package and Internet
- A sound knowledge of social media services (Facebook; Twitter; LinkedIn)
- The ability to work autonomously and perfectly manage time and priorities
- An easy-going personality with a friendly, professional and helpful attitude
- Able to multitask and take initiatives

This is a part-time role (50% maximum). The working hours will be discussed and agreed upon with the candidate. Possibility to work from home. **Please send your letter of motivation and CV, two references before 20 February 2012 to [info@europeancasinoassociation.org](mailto:info@europeancasinoassociation.org).**

More information is available at [www.europeancasinoassociation.org](http://www.europeancasinoassociation.org).

#### **European Casino Association**

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