



Trade Policy Assistant

Brussels, July 2024

Vacancy

Founded in 1981 and based in Brussels, European Aluminium is a member-based association representing Europe's most complete and thriving metals value chain. Our 100+ members, representing more than 600 plants in 30 European countries, include primary aluminium producers, downstream manufacturers of extruded, rolled and cast aluminium, producers of recycled aluminium and national aluminium associations.

Aluminium is a strategic raw material for the EU green transition, being essential for many of the clean technologies needed to deliver this transition, from solar renewable power to alternative fuel cells and hydrogen production to high-voltage cables and batteries. Because of the EU green transition alone, its demand is set to rise massively in the years to come, primarily due to the growth in electric vehicles, solar and wind power, and electricity networks. Our industry is committed to fostering change to accelerate the transition towards a Net-Zero economy, in line with the European Green Deal objectives.

Description

We are seeking a highly motivated and detail-oriented Trade Policy Assistant to join our team. Reporting to the Trade Manager, you will be part of the Trade & Market Intelligence Department under the supervision of the Director Industry & Market Intelligence. The ideal candidate will have a keen interest in trade files and the rapidly changing trade landscape. Apply for the position and become part of a dynamic work environment where diversity and creativity thrive.

Trade dossiers and tasks

This is a non-exhaustive list of trade dossiers and tasks, which could be adapted or expanded based on the priorities of the association.

Trade dossiers:

- EU Trade Defence policy
- EU/US Global Arrangement
- EU Free Trade Agreements (FTAs)
- EU Customs Tariff

Trade tasks:

- Conducting legal and Policy research and monitoring
- Drafting advocacy documents and presentations
- Updating shared documents and contacts
- Participating in and supporting the organisation of internal and external meetings
- Liaising with Aluminium National Associations
- Collaborating with public affairs colleagues to ensure effective and clear messaging
- Drafting points for the Weekly Newsletter and drafting posts for social media posts on trade topics

Experience and skills

- Background in Law/EU Affairs/International relations
- Strong knowledge of EU policy and decision-making process
- Excellent oral, writing and communication skills in English
- Willingness to learn and ability to work on a range of different issues
- Self-starter, able to work independently, organised and with great attention to detail and ability to meet deadlines
- Knowledge of how to find information quickly and efficiently. Familiarity with EU document registers, media and monitoring sites
- Previous experience in EU institutions, consultancy, or associations is a plus
- Good computer literacy (MS Word, Excel, Outlook, PowerPoint, etc.)

We offer

- A full-time paid internship (*CIP - Convention d'Immersion Professionnelle*);
- A young, dynamic, and professionally enriching international working environment;
- Excellent team spirit and flexible working environment (for real);
- Multiple opportunities for development and learning;
- Opportunity to work for an industry committed to the EU sustainability and climate agenda;
- Starting date: September 2024;
- Duration: 6 months, with possibility of extension.

How to apply?

Interested candidates should send:

- 2-page max CV;
- 1 page motivation letter;

Please send your application to Nijole Zaniauskaite, Administrative Officer at: jobs@european-aluminium.eu. Please specify in the subject line of your email your name and the position you are applying to: "Trade Policy Assistant – [Your full name]".

Deadline for applications: 04 August 2024.

Only short-listed candidates will be contacted.

European Aluminium ensures equal opportunities, treatment and access to all candidates regardless of their sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.