

Committee Coordinator

Main duties involved with Committees and Working Groups include:

- Having reasonable expertise in the industries or areas covered by each relevant committee and WG (familiarity with industry background, top current issues, relevant Russian legislation, etc)
- Preparing for each Committee meeting, including arrangement of venues, preparation of materials, formulation of agenda, etc.
- Preparing reports of meetings
- Arranging meetings of Committee members with EU and Russian authorities and other official representatives
- Drafting all official Committee letters, replies and inquiries to officials, as well as to representatives of respective organisations and associations
- Preparing for the needs of the AEB Office all required information on Committee activities (AEB Newsletter, Committee Reports, Monthly Reports, AEB Business Quarterly, Annual Reports, etc.)
- Informing Committees and WG Members of relevant AEB activities.
- Organising open meetings, round tables, seminars, conferences, forums initiated by committees
- Organising joint Forums with various EU and Russian authorities
- Participation in conferences – developing relations, searching for new contacts and ideas
- Arranging other events (e.g., social events or trips) for Committee members
- Attraction of new members in Committee industry or activity area
- Other duties as required by management

Requirements:

University graduate in economics, law or social sciences with minimum 2 years practical experience

Excellent verbal and written Russian skills

Good working knowledge of English (verbal and written) (knowledge of other European languages is a plus)

Excellent interpersonal skills

Good computer skills, including working knowledge of MS, MS Excel and MS Power Point

Outstanding manners

Willingness to work hard and flexible working hours