

Membership & Administration traineeship

About UNIFE

Based in Brussels since 1992, UNIFE is the Association representing the European Rail Supply Industry at EU and international level. UNIFE gathers more than 100 direct company Members – from numerous SMEs to major industrial champions from all over Europe – active in the design and manufacture of rolling stock (i.e. trains, metros, trams, freight wagons) as well as rail signaling and infrastructure equipment. UNIFE also brings together national rail industry associations from 12 European Members States. For more information, visit www.unife.org.

Job description

We are looking for a motivated trainee to help us with our membership development and with several administrative tasks.

Duties (including but not limited to):

- Help expand the Association's outreach, identifying new potential members and assisting in its prospection.
- Support marketing research in order to grow the Association's services and membership benefits.
- Collaborate in the creation of promotional material and membership campaigns or events.
- Ensure the correct handling of administrative files and support the implementation of the internal documental architecture.

Candidate's requirements

- Preferably, Bachelor or Master's Degree in Marketing, Business Administration or Public Relations. University students are also welcome.
- Excellent written and verbal communications skills in English. Other European languages are an asset.
- Knowledge of the rail sector is an advantage.
- A can-do attitude and willingness to deliver.
- Rigorous, detail oriented and strong analytical skills.
- Dynamic, independent and creative person.

We offer

- An interesting opportunity to start your career in an international environment.
- The chance to make a difference in a project that is under development.
- The possibility to develop skills and understanding within the rail transport.
- Traineeship grant.

Application process

- CV (in EN) and motivation letter (in EN) to be sent to maria.romero@unife.org.
- Interviews will take place at UNIFE premises in Brussels.
- Envisaged starting date: March 2023.