

IRIS Unit: Administrative 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 120 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 signalling and infrastructure equipment. UNIFE also brings together national rail industry associations from 11 European Members States. For more information, visit www.unife.org.

About IRIS

IRIS (International Railway Industry Standard) is a globally recognised system for the evaluation of business management systems, tailored to the specific needs of the rail sector. Supported by operators, system integrators and equipment manufacturers, the IRIS Certification system is based on technical requirements (ISO 22163) and performance assessment (including assessment methodology and a common certification process). The aim of IRIS is to create a culture of quality that brings benefits to all stakeholders in the rail supply chain. For more information, visit www.iris-rail.org.

Job description

We are looking for a motivated trainee to support the IRIS Unit with several administrative tasks in the deployment of IRIS Revision 4. Duties (including but not limited to):

Event Facilitator (trainings/meetings)

- Communication with participants (sending emails/invitations, agenda, information related to the event)
- Support the IRIS Unit and coordinate the training materials creating the exam templates, generate training documentation needed
- Booking venues, dealing with catering

Control activities facilitator

- Follow-up punch list related to office audit and witness audit (actions closure, due date, status)

Monthly reporting facilitator

- KPI extracts
- Follow up the global actions list of the IRIS Unit (actions closure, due date, status, KPI not in the target)

Documentation

- Redaction of procedures related to IRIS activities
- Optimisation of the procedures, templates, and existing documentation

Candidate's requirements

- Proficiency in Microsoft 365 (Office, Outlook, Teams)
- Ability to communicate internally and externally
- Capacity to prioritise daily tasks
- Excellent written and verbal communications skills in English. Other European languages are an asset
- Preferably, Bachelor or Master's Degree in Marketing, Business Administration or Public Relations Engineers and University students are also welcome
- Knowledge of the rail sector is an advantage
- Rigorous, detail oriented and proactive
- 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 anne-emmanuelle.baudrier@unife.org
- Interviews will take place at UNIFE premises in Brussels
- Envisaged starting date: ASAP