



Standardisation Policy Officer

Small Business Standards, the Association representing European SMEs in standardisation, is seeking a full-time and highly committed Standardisation Policy Officer to join its dynamic team in Brussels.

Main responsibilities:

- Responsible for all the secretariat's standardisation policy related matters
- Coordinating experts and activities relating to experts
- Managing technical information flow
- Contributing to the development of SME tools for standardisation
- Drafting of technical positions, articles, etc.
- Research activities
- Engaging with members, experts, EU institutions and stakeholders

Qualifications and experience:

- Scientific background (engineering, etc.)
- Minimum 2-3 years' experience in standardisation
- Fluent in spoken and written English and at least one other European language

Skills

- Excellent command of MS Office Tools
- Good communication and presentation skills
- Team player
- Customer-oriented
- Pro-active
- Well organised and precise
- Resistant to stress
- Ability to multi-task
- Willing to travel

Please send your CV and cover letter outlining your suitability for the role to Christel Davidson, SBS Director on president@sbs-sme.eu.

Only short-listed candidates will be contacted.