

Certification Assistant

ENplus[®] certification scheme is recruiting an **assistant for joining the Certification department in supporting the team working on ENplus[®]**. ENplus[®] is a certification scheme that guarantees wood pellet quality. More information about it: <http://www.enplus-pellets.eu/>.

Tasks

- Handle the certification management tool (online database)
- Maintain and develop further the different functionalities of the database
- Support the different partners in using the database
- Support in handling the collection of data and the invoicing process
- Support in preparing the statistics
- Provide information over ENplus[®] to non-certified and certified companies
- Support the applying companies' certification process
- Support the organisation of events
- Episodic support in other ENplus[®] related tasks or Bioenergy Europe activities

Skills

- Interest or experience in certification/standardisation is an asset
- Experience in manipulating datasets
- Full professional proficiency in English (written and spoken)
- Ability to follow procedures and meticulousness
- Autonomy and reliability
- Highly developed team spirit
- Fast learner

Employment

- Full-time equivalent based in Brussels starting as soon as possible.
- Employment contract depending on the work experience: 6-months internship contract under the Belgian law (Contrat d'Insertion Professionnelle). Salary: 1.200 EUR/month + meal tickets + public transport, followed by **an employee contract**.
- Friendly working environment

To apply send one PDF document with your **CV** and **motivation letter through the form available [HERE](#)**. All applications sent differently will not be considered. Interviews will be held in our office in Brussels. Only short-listed candidates will be notified and contacted for an interview.