



UNION EUROPEENNE DE L'ARTISANAT ET DES PETITES ET MOYENNES ENTREPRISES
EUROPÄISCHE UNION DES HANDWERKS UND DER KLEIN- UND MITTELBETRIEBE
EUROPEAN ASSOCIATION OF CRAFT, SMALL AND MEDIUM-SIZED ENTERPRISES
UNIONE EUROPEA DELL'ARTIGIANATO E DELLE PICCOLE E MEDIE IMPRESE

UEAPME, the European umbrella organisation representing crafts and SMEs in the EU and European Social Partner is looking to recruit a full time:

Press officer/ webmaster

Tasks include:

- designing and implementing UEAPME's press strategy
- contacting journalists, issuing coherent policy messages (press releases, etc.)
- liaising with press officers from member organisations
- managing the content and design of the association's website (html)
- drafting and editing a regular newsletter, brochures and annual report (MS Publisher)

Person specification:

- excellent writing and editing skills
- near native English, excellent French and German preferred
- outstanding interpersonal skills: ability to make contacts, persuasive and persistent
- experience in journalism, communications or PR
- demonstrated ability and willingness to work as part of a multicultural team

The suitable candidate would start at the beginning of February 2006.

Please address your cover letter and CV to Mr Gerhard Huemer and send to:

pressoffice@ueapme.com

For more information visit: www.ueapme.com