

Job Profile EOQ General Secretary

EOQ is a European non-profit Association of National Representative Organizations in Europe. EOQ shall promote the use of Quality Management as per our mission and strategy. EOQ value creation for members is to offer a common platform and solution for their:

- Needs for information and communication to authorities and international stakeholders
- Branding, profiling and marketing of EOQ
- Respective national markets harmonized products and services.
- The General Secretary reports to the Executive Board represented by the EOQ President.

Functional scope and duties

The General Secretary will support the members of EOQ and especially the Executive Board, represented by the President by:

- Develop, realise, measure and improve:
 - EOQ Business Plan
 - Annual targets, plans and budgets
 - Manage performance methods and tools, including Management System and digital tools
 - EOQ relations to European Authorities and stakeholder, and global relations
- Preparing meetings, following up Actions and preparing documents for meetings.
- Coordinate and support functions, work groups and activities
- Representing EOQ in different stakeholder bodies, as nominated by the Executive Board
- Manage and monitor EOQ overall operations, such as the overall financial aspects, membership, coordinate external communication, coordinate other staff functions, etc.

Competencies required (Knowledge, Capabilities and Motivation)

- Languages: Proficient English; further languages, especially French, German or Spanish of advantage
- Strong Leadership qualities including:
 - Excellent Interpersonal and networking skills
 - Excellent communication skills
- Strong work ethic
- Excellent analytic and conceptional skills
- Knowledge in Quality Management
- Experience in digital transformation
- Knowledge of Cultural differences
- Knowledge of Certification and Accreditation Processes and Requirements
- Experience in Training and/ or Certification of Persons

Job Profile

- Employment start: Q2-2020; fix-term contract for three years, can be prolonged;
- Location: Brussels, Frankfurt, Vienna or Madrid
- Self-organised Work
- Frequent travel required
- Remuneration: €80.000-100.000, depending on qualification