



Policy Officer for Logistics and E-Commerce

Do you want to play a crucial role in emphasizing the ETF's strengths in Logistics and E-Commerce?

Why work for ETF?

- Do you want to be the voice of **5 million +** Transport Workers from **200 +** Transport Unions in **38** countries?
- Do you want to promote **equal opportunities** as well as **solidarity across borders**?
- Are you pro **Fair Transport**?
- Are you committed to **Trade Union values**?

Function

As the **Policy Officer for Logistics and E-Commerce**, you will play a **pivotal** role in coordinating **activities**, shaping **policy** and representing ETF in various **forums**.

Key Responsibilities

- **Coordination:** Coordinate the **activities** of the ETF work on logistics and e-commerce
- **Support:** Provide essential support **to the Head of Land transport, affiliates and the ETF Secretariat.**
- **Liaison:** Collaborate with **ETUC and other ETUFs.**
- **Company Networks:** **Launch and coordinate company networks** in collaboration with **relevant departments as well as ITF's networks and Secretariat.**
- **Meeting Management:** **Organise, attend and animate** meetings and **ensure effective follow-up in close cooperation with the dedicated Administrative Assistant.**
- **Research:** Carry out **research** pertinent to developing position papers and work.
- **SPOC:** Be a direct point of contact for **all affiliates, addressing their requests.**
- **Policy:** Draft **policy documents, reports, position papers, etc.**
- **Representation:** Ensure **ETF's participation** in external bodies, **representing ETF** when required.
- **Databases:** **Create** survey databases, collect **input** and prepare **analysis.**
- **EU Funding:** Submit and implement **EU co-funded projects.**
- **Collaboration:** Cooperate with both **ETF Departments and Communications Officers.**

Profile

- **Education:** Master's Degree.
- **Experience:** Minimum **4 years'** experience in **trade unions** is essential, with expertise in **logistics and e-commerce OR membership organisations OR** NGOs considered strong assets.
- **Values:** Strong **commitment** to trade unions values.
- **Language Skills:** Fluent in **English.**
- **Communication:** Strong **communication and negotiation skills** with the ability to **synthesize complex information.**
- **Proactivity:** High level of proactivity and flexibility to navigate **through intricate processes.**



- **Teamwork:** Ability to work **independently and collaboratively** in a small team.
- **Adaptability:** Comfortable working in a **fast-paced** environment and dealing with emergencies.
- **IT Skills:** Proficient in **MS Office**.
- **Travel:** Willingness and availability to travel **1/2 times per month**.

Offer

- **Competitive Salary + Representation 110 € net and Internet at Home Allowance 30 € net**, Meal Vouchers of 8 €, Mobile Phone + Subscription, Laptop, Group **Insurance** (6% of gross salary), **Hospitalisation** (Discounted rate for family), **100% Public Transport Reimbursement**.
- **25+ Paid Holidays**.
- Up to **2 days** teleworking/week.
- **34 hour week, flexitime**.
- Fulltime **permanent** contract.
- A **Multicultural Dynamic Team** of 22.
- Weekly **Team Meetings**, 1 – 1 **Coachings**, Trainings with **External Experts**, Yearly **Development Appraisals**, **Team Building** Events.
- European **Travel** (1/2 times per month).

Hiring process

- 1st Interview online with an **External Interviewer**.
- **Personality/Performance** Test followed by a Practical Assignment **relating to Urban Transport**.
- 2nd Interview in person with **Cristina Tilling, Head of Land Transport (your future line manager)** and **Josef Maurer, Head of Maritime and Operations** (ETF covers reasonable travel costs for non-Brussels based applicants).
- Decision within **a week** of the 2nd interview.

Application procedure

We invite any interested candidate to send a CV and a short motivation letter in English to Josef Maurer, ETF Head of Operations, at hr@etf-europe.org by **Monday 30 June 2025**. Only applications sent by e-mail will be considered.

Brussels, 28 May 2025