



Business Development Assistant (6 months internship)

Closing date for applications: 10.09.2023

Location: Brussels

Hours: Full time

Starting date: September (as soon as possible)

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. CLERENS consultants have an in-depth expertise in energy, environment, climate, and mobility.

Our People

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.

Position Summary

The assistant will support the work of the **Business Development team**, in the planning, organisation and follow-up of the Business Development activities, in accordance with the consultancy objectives.

This position offers a great opportunity to gain valuable work experience in the fields of EU Energy and Environment affairs.

Main Duties:

- Monitor EU funding opportunities for CLERENS' clients;
- Support the development of new EU trade associations;
- Participate to the organisation of a flagship event on Battery Innovation
- Prepare Business oriented communications;
- Collecting and analysing information, documentation and data;
- Drafting reports, presentations and other material;
- Organising events and work meetings;
- Active contribution to day-to-day operations.

Requirements and Competencies:

- University or advanced degree (preferably in European affairs, international relations, law, business management, or other relevant fields);
- Strong interest in EU affairs;
- Knowledge about the energy sector, previous professional experience is a plus;
- Knowledge of EU funding programmes (such as Horizon Europe and the Innovation Fund...),
- Excellent written and oral communication skills in English. French and/or German are plus;
- Ability to communicate effectively, both orally and in writing;
- Proficiency with MS Office applications and Internet is a must, acquaintance with other

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software is a strong advantage;

- Knowledge of communication tools is a plus;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Proactive, positive attitude, flexible, team player.

We Offer:

- 6 months paid internship;
- 3 days in the office and 2 days working from home (in Belgium);
- A stimulating and dynamic international environment;
- Participation in international conferences and online events.

Please note that the candidates must be eligible for a [Convention D'immersion Professionnelle](#) (CIP).

Please send a **CV** (max. 2 pages) and a **Cover Letter** (max. 1 page) by email in English to Thomas Otuszewski at jobs@clerens.eu noting "**CLERENS BD Internship**" in the subject line.

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.