

Recruitment Opportunity

The European Money Markets Institute is recruiting a Procurement Support Officer – Apply Now!

About the European Money Markets Institute

The **European Money Markets Institute** develops and administers robust benchmarks, such as EURIBOR, that are essential for financial markets and the broader economy.

- We believe that harmonised and transparent money markets are key for funding the economy. This brings up economic stability and growth which, in turn, increase society's resilience.
- We act as a trusted partner with a strong sense of ethics.
- We are an international non-for-profit association working for the public good by facilitating the smooth functioning of euro money markets and fostering their further integration.
- We promote labels, such as STEP, standards, and practices that enable harmonised access to markets.
- We explore new initiatives, such as fallback rates, to answer market needs.
- We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

The European Money Markets Institute was founded in 1999 – along with the introduction of the euro – by the national banking associations of the Member States of the European Union. Based in Brussels, the Institute has Europe anchored in its DNA.

More info about EMMI can be found [here](#).

Position specifications

Your team	You will be part of the Corporate Services (CS) unit. The mission of the Corporate Services Unit is to maintain a solid, reliable and trusted environment for EMMI's employees and provide support to business activities by delivering effective and efficient Finance, Human Resources, Legal, Procurement and logistics services
Your role	The position is permanent, full-time and based in Brussels. The Procurement Support Officer will: <ul style="list-style-type: none">• Coordinate and maintain the framework for third-party management, including policies, procedures and associated implementation tools, in collaboration with finance, legal, risk and compliance functions.• Ensure alignment with organizational standards and industry best practices for effective third-party management.• Develop and coordinate the annual plan for third-party oversight activities• Coordinates the monitoring of contractual arrangements, including definition and management of the annual planning for the implementation of the third-party oversight activities• Prepare and maintain accurate registers and logs of third parties and contracts in collaboration with the contract owners, Risk and Legal.

	<ul style="list-style-type: none"> • Prepare and deliver reports on third-party management for the management and governing bodies, as relevant. • Promote awareness across the organisation, providing advice and support to contract owners, ensuring stakeholders are equipped to comply with the third-party management framework and effectively apply associated procedures and tools. • Act as back up for finance operational tasks to strengthen business continuity in finance activities
Your qualifications and experience	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Master in Business Administration, Finance, Legal or similar; • +/- 2 years of relevant experience in procurement, legal, finance, risk, etc • Knowledge of third-party management tools and practices • Excellent command of English and another language of the EU (oral and written)
Your skills	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> • Analytical skills • Critical thinking • Solution-oriented • Communication & change management skills
Your behavioural attributes	<p>You commit to implement the following behavioural attributes</p> <ul style="list-style-type: none"> • Teamwork: we work in an environment of trust, we favour the exchange of information and stimulate the debate of ideas; we support each other in order to achieve the same common goal. • Accountability and result oriented: we are committed to focussing on effective results and we stand accountable for our actions and their consequences. • Learning and developing: we seek constantly to develop our abilities, knowledge and skills and embrace acquiring new skills.
Our values	<p>Our values are the following :</p> <ul style="list-style-type: none"> • Transparency and harmonisation: we promote transparency and harmonisation as we believe that transparent and harmonised financial markets are key for funding the economy. This brings up economic stability and growth, which in turn increase society's resilience. • Integrity: we act as a trusted partner with a strong sense of ethics. • Operational excellence: we deliver the best possible output quality following robust, resilient, and efficient processes.
We offer	<ul style="list-style-type: none"> • The advantage of a small organisation fostering a collaborative, dynamic and international environment; • Contributing to challenging work assignments; • Benefiting from flexible working time and homeworking possibilities; • A competitive salary package.



Procurement Support Officer – Apply Now!

Are you ready to take the next step in your career? Join our dynamic team at EMMI as a Procurement Support Officer! If you're seeking an impactful role in a collaborative and engaging environment, we look forward to receiving your application!

How to Apply:

Send your application to recruitment@emmi-benchmarks.eu. Please make sure to include your CV, a motivational letter (with salary expectations), and two references. Only shortlisted candidates will be contacted.

Application Deadline:

Don't miss out! Submit your complete application by **Monday, 3 March** to be considered for this role.

Interview Process:

- Shortlisted candidates will be **notified by 14 March**.
- The first round of interviews will be held via Teams on **17 & 19 March**.
- If selected for the next stage, you will be invited to complete a personality test and prepare a presentation on a topic provided by us. The second round of interviews will be conducted in person at the EMMI Office (56, Avenue des Arts, 1000 Brussels) between **24 & 27 March**.

Take the next step in your career with EMMI. [Apply](#) today!