

Internship – Graduate level – Job description

Background:

Eucomed is a non-for-profit European trade association which represents designers, manufacturers and suppliers of medical technology used in the diagnosis, prevention, treatment and amelioration of disease and disability. Eucomed members include national trade and pan-European product associations and internationally active manufacturers of all types of medical technology. The mission of Eucomed is to improve patient and clinician access to modern, innovative and reliable medical technology.

Job Title: Legal intern

Reports to: (General) Legal Counsel

Job Purpose:

The main responsibility of the Legal Intern is to support and assist the Legal Department in all legal, contractual and compliance issues, in particular in the later with the roll out of the communication strategy on the Eucomed Code of Ethics.

The internship is aimed at current students or recent graduates, such as young BA/MA student, wishing to complete or combine his-her theoretical knowledge of the European institutions and their policies whilst acquiring a first professional experience. His-her missions will give the Stagiaire the opportunity to establish a direct contact with various actors of the European stakeholders in the healthcare arena.

General responsibilities:

The Stagiaire will be asked to:

- Collaborate in the daily management of the legal department;
- Attend and organise meetings, which can include tasks such as issuing agendas and circulating relevant documents, taking minutes, etc.;
- Ad hoc tasks as required and potentially in relation to major events organized by the association;
- Do research, compile and draft reports on topics such as corporate ethical governance, comparative legal analysis, etc.;
- Collaborate in the writing of articles in the Eucomed or other publications;
- Perform other related duties as assigned by the Legal Counsel.

Qualifications/profile:

The ideal candidate should:

- Be proficient in both English and at least another official language of the EU;
- Have a university degree in preferably in Law;
- Be computer literate;
- Have an interest in the healthcare field;
- Be Brussels-based.

Behaviour competencies

The ideal candidate should also:

- Have good communication skills;
- Ability to work efficiently with a sense of initiative and commitment;
- Handling of sensitive information in a discreet and confidential manner;
- Strong multicultural team orientation and an attitude to actively cooperate with other staff members and management.

Duration of contract/closing date

The internship will be for a minimum period of six months and if possible to be extended additional six months.

Further information

Applications, including Curriculum Vitae and cover letter are to be made in English and submitted Aline.Lautenberg@eucomed.be or/and Florence.Poncin@eucomed.be.