

JOB DESCRIPTION	
Position	Senior Freight Advisor Operation
Applicant profile	
Job title	Senior Freight Advisor
Position	Direct Report to the Freight Director
Professional experience	Strong background in freight and infrastructure related operational issues. Having held a senior position in a related field for at least 5 years.
Main duties	
Main responsibilities	<ul style="list-style-type: none"> - Provide support to the working groups dealing with operational issues: <ul style="list-style-type: none"> o Prepare meeting agenda o Prepare minutes o Prepare draft position papers as the case may be o Coordinate positions o Chair meetings at the request of the Chair - Coordinate issues stemming from these groups within UIC (with other departments), with UIC members and with outside bodies as the case may be (UIP, CER, RNE, etc.) - manage these issues on a daily basis - act as project manager for specific Freight Forum projects. This can include: <ul style="list-style-type: none"> o the preparation of project concepts o the preparation of tenders o the preparation of contracts and their follow-up o the management of project related budgets o the management of project meetings and their preparation

	<ul style="list-style-type: none"> - provide support and expertise for the CEO Task Force operational topics
Skills	
Skills	<ul style="list-style-type: none"> - self motivation - project management - strong sense of team work - demonstrate initiative - strong analytical skills - ability to identify quickly key issues - ability to liaise at all levels of management and across different cultures - ability to work under pressure - flexibility
Qualifications	
Qualifications	<ul style="list-style-type: none"> - ability to work in at least two languages including English (in writing and verbally) - and have a good command of more languages is not essential but would be appreciated - University Degree or equivalent
Job specificities	
	<ul style="list-style-type: none"> - Be prepared to relocate to the Paris area - Be prepared to travel internationally - The position will be awarded on the basis of a 2 year secondment (renewable).
<p>Send your application (in English) by 30 September 2017 to gehenot@uic.org</p>	