

**Job advertisement 'Public Affairs Manager Brussels' (m/f/d) starting 1 October 2025 – initially limited to two years
(full-time, 40 hours per week / part-time possible)**

The Bundesverband der Unternehmensjuristinnen und Unternehmensjuristen e.V. (BUJ) is the largest independent interest group representing lawyers working in companies, institutions, associations and corporations.

As a professional association, the BUJ pursues the following goals, among others:

- Maintaining and promoting the reputation of the profession
- Defining and representing professional interests and articulating them to politicians, society and the media
- Promoting the exchange of opinions and experiences across professional and industry boundaries
- Promoting training and further education, especially for young professionals

The BUJ pursues these and other goals, for example, through intensive exchange of opinions and opinion-forming in its 35 specialist and regional groups, through its activities to represent the interests of its members, and through its member magazine and training and further education events.

The BUJ brings together the voices of its diverse members from companies of all sizes and sectors and gives them a voice in politics, business and society. Founded in 2011, the BUJ's primary task is to represent the professional interests of in-house lawyers, but it also deals with all other professional issues that affect the everyday work of in-house lawyers.

In order to be able to represent the association's interests at EU level, the BUJ is planning to set up its own representative office in Brussels. To set up the office in Brussels, the BUJ is looking for a Public Affairs Manager Brussels (m/f/d) to start on 1 October 2025 on a full-time basis (40 hours per week), with the possibility of part-time work. The position is initially limited to two years.

What tasks can you expect?

- Representing the association's interests in Brussels
- Initiating, preparing, accompanying and following up on discussions with Council members, Commission staff and Members of the European Parliament
- Networking and cooperating with other interest groups from Germany and Europe
- Monitoring and evaluating the activities of legislators at EU level
- Drafting position papers and statements on EU legislation
- Preparing, following up and participating in consultation rounds on legislative proposals
- Preparing information for members on projects from Brussels

- Providing input for political communication with Berlin politicians on issues arising in and relating to Brussels

What do you offer?

- A degree in law, economics, journalism or a comparable field of study
- Several years of professional experience in public affairs
- Ideally, existing cross-disciplinary networking in the association environment
- Ideally, work experience in more than one country
- A keen interest in association work and monitoring legislative processes from within an association
- A hands-on mentality and a clear focus on providing services to association members
- Willingness to travel occasionally and attend evening appointments
- Confident communication skills in German, English and (preferably) French

What do we offer?

- A well-coordinated and experienced team at the office in Berlin
- A wide range of legal topics with the opportunity to work independently and autonomously in close cooperation with the association's managing director and the political communications officer in Berlin
- Flexible working hours
- Occasional mobile working possible
- 30 days of holiday per year
- A salary commensurate with your qualifications and requirements

If you would like to be part of a dedicated team in an active association, please send your detailed application, stating your earliest possible starting date and salary expectations, to our managing director Dr. Patrick Otto at patrick.otto@buj-verband.de. If you have any questions, please contact Dr. Otto on +49 151 72878318.

By submitting your application, you agree that we may store your documents electronically for up to six months after the position has been filled.