

*ETIM is the international classification standard for technical products. Adding structure to the flow of technical information within the value chain, ETIM facilitates effective interaction between B2B professionals worldwide. The association ETIM International is a partnership of 22 national ETIM organizations and has its official seat in Brussels. ETIM International is founded to join forces in the development, maintenance, publishing and promotion of one ETIM model for the classification of technical products.*

ETIM International is looking for a

## **Standardisation Support Manager**

On fulltime basis

### **Job summary**

Reporting to the technical director, you will be part of the international staff office team, responsible for the central model management and providing support to our member countries. You will also support the technical director in more general, organizational tasks.

### **Roles and responsibilities**

- Coordinate the development of new classification and change requests and process the results in the classification management tool.
- Perform quality and consistency checks and initiate improvements to enhance the quality of the classification model.
- Produce documentation on guidelines, tooling and other products.
- Organize and preside technical expert meetings.
- Organize the periodic releases of the classification model.
- Give technical support to all participating ETIM country organizations.
- Actively shape the knowledge transfer to member organizations to heighten the local expertise level.
- Provide secretarial support and other administrative duties where needed.

### **What we offer**

A challenging and dynamic mid-career position in a small team operating in a large global network, with excellent long term career perspectives.

Position will be on (self-employed) contract base, starting from a one year contract with the intention for a long time commitment. A competitive hourly compensation will be offered, depending on qualifications.

With our offices in Zaventem (Belgium) available for meetings, the job is intended to be fully remote (home office when not travelling)

### ***Your qualifications/profile***

- Higher- or academic education
- A broad knowledge of technical products with preferably minimum 5-10 years' experience in the installation- or building sector
- Familiar with ICT and have knowledge and experience of working with large databases (Excel, Access, SQL, ...)
- Experience in e-commerce/e-business is welcomed
- Insight into the applicability of classification methods for classifying information and practical experience with digital information processing
- Language proficiency in English is required, fluency in other languages is welcomed
- Readiness to limited (<10%) business travel

### ***Key competencies***

- Accurate
- Analytical and methodical
- Results-oriented
- Commitment to excellence
- Flexible
- Perseverant
- Self-starter that can work independently
- Responsible and reliable
- Persuasive
- Diplomatic people person
- Communicative

### ***Interested?***

To apply for this position, please submit both your resume and a motivation letter (in English) to Marc Habets (technical director) at [mh@etim-international.com](mailto:mh@etim-international.com). For more information on ETIM International visit [www.etim-international.com](http://www.etim-international.com). For any questions you can also contact Marc Habets, preferably by e-mail first.

There is no deadline to submit your application, finding the right candidate is more important to us then finding someone quickly.