



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Contract staff member working as floor usher in the expedition and distribution team

Reference number: COR/CA/FGI/12/2025

Directorate	Directorate for Logistics
Unit	Printing - Distribution
Sector	Usher team
Type of position	Contract staff member FG I
Period	1 year, starting from 01/11/2025 Upon the completion of the initial contract, including the successful fulfilment of a probationary period, the contract may be renewed for an additional one-year period, after which it may be converted into an indefinite contract , subject to the needs of the service and budgetary availability.
Application	Online application form Please note: the successful completion of EPSO CAST FGI is required.
Date of publication	03/07/2025
Deadline	05/09/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in joining the floor ushers' team, working for the Joint Services of the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC)? Enjoying working together with colleagues to receive, sort, deliver, collect and send incoming and outgoing mail, weekly subscriptions, and deal with registered mail? Attracted to assist occasionally in the preparation of the CoR and EESC meeting documents and provide standby printing service during plenary sessions and other big events (printing on demand) and collaborating closely with the meeting ushers?

As a colleague working in the Distribution, Expedition and Floor ushers' team of the Printing and Distribution unit, you are currently mainly dealing with manual tasks including receiving, sorting, delivering and sending incoming and outgoing mail.

You organise in close collaboration with your colleagues and under the supervision of the team leader the physical distribution and collection of mail in the currently five buildings of the Committees and you participate in the reorganisation of the service to make it fit for the future.

You are also in charge of helping your colleagues in sending out physical and electronic mail using the Bpost procedure and the expedition tools available.

You will be part of the dynamic team of the Distribution, Expedition and Floor ushers' team, which consists currently of nine colleagues.

2. Who are we? What are the challenges for us ahead?

The Directorate for Logistics (DL) mission is to provide the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC), their members and their administrations, with specific services related to infrastructure, printing and distribution of documents and other products, security & safety, catering and environmental aspects (EMAS). The provision of these services is based on the principles of quality of service, a balanced response to the needs of both Committees, flexibility and adaptability towards new developments and innovations, and optimal efficiency in the use of human and financial resources.

The Printing and Distribution Unit is part of the DL and works for both the CoR and the EESC. Our mission is to produce the documents and other products required within the deadlines set and to the requested standard, and to distribute them to the various recipients. Furthermore, the unit deals with the sending of express courier consignments, with the processing and sending out of physical and electronic official mail and provides printing on demand services during official events of both Committees.

The unit is composed of around 25 staff members in total and is divided into two services and a central management team:

- Printshop
- Distribution/Expedition/Floor Ushers
- Central management team

Our main achievements are to satisfy our clients' needs and to provide the requested services within the deadlines set.

Our challenges ahead are linked to the reorganisation of the ushers' work to adapt the resources (human, financial, technical) to the changing needs.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.

- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have passed [EPSO CAST FGI¹](#)
- You have experience in sorting, preparing and delivering of physical mail and subscriptions and other internal courier services as well as electronic expedition; knowledge of Bpost procedures will be considered an asset.
- You are physically fit to perform the duties which are currently still mainly manual.
- You possess a good sense of initiative and responsibility including polyvalence and availability and are open to evolve towards a more digital environment.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a good level of French is required and a satisfactory knowledge of English is desirable.
- You have a basic command of IT applications and tools, such as Outlook, Excel, Word and Sharepoint, and you are willing to learn more.
- You are keen on helping your team to deliver high quality services within set deadlines and be ready to assume other tasks within the remit of the team's responsibilities.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is

¹ For more information please consult the [website EU Careers](#).

also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.

- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 05/09/2025 at noon.

Please note:

- the successful completion of [EPSO CAST FGI](#) is required to be eligible for this selection procedure.
- only candidates selected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.