European Committee of the Regions

Human Resources and Finance

# CALL FOR EXPRESSIONS OF INTEREST

## Contract staff member working as a technical operator at the printshop

Reference number: COR/CA/FGI/38/26

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| Directorate | Directorate for Logistics |
| Unit | Printing and Distribution |
| Sector | Printshop |
| Type of position | Contract staff member - FGI |
| Period | 1 year, starting from 01/04/2026 |
| Application | Online application form<br>Please note:<br>▪ Candidates preselected for this procedure will be required to pass a written test. |
| Date of publication | 19/11/2026 |
| Deadline | 10/12/2026 at noon (Brussels time) |

## 1. Your job and responsibilities

Interested in joining the printing team working for the two Committees? Like to help your colleagues to get their documents and other products printed in good quality and in time?

As a technical operator in the printshop which is part of the Directorate for Logistics, you are responsible for printing on digital production printers and on large-format printers (plotters), for producing stickers and labels on the cutting plotter, as well as for finishing tasks. You receive print-ready files (mostly PDF) from the requesting services and check that they are fit for printing before production (image resolution, fonts, layers, colour mode, bleed and page size). You are also invited to propose (new) products adapted to the needs of the clients.

You organise your work as part of a technical team for which versatility is very important.

On top of operating the digital production printers, the large-format printers and the cutting plotter, you are also responsible for operating different finishing machines (cutting, folding, booklet making

and stapling, glue binding, laminating, etc.) and for the first-level maintenance of the equipment (replacing consumables, cleaning, clearing paper jams and reporting faults to the technicians).

You are part of the dynamic team of the joint printshop, which consists of 9 colleagues.

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

The Directorate for Logistics (DL) mission is to provide the 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.
The unit is composed of around 22 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 products in the required quality within the deadlines set.

Our challenges ahead are linked to the continuous reorganisation of the printshop to adapt the resources (human, financial, technical) to the changing requirements, to keep up with the evolution of printing technologies and to stay close to the needs of our clients.

## 3. Are you the talent we are looking for?

### 3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think critically, analyse and solve problems pragmatically.
- Assess the credibility and reliability of sources, data and information, and use the relevant digital tools to carry out your duties.
- Organise your own work, demonstrate responsibility, identify priorities, make appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt a constructive attitude at all times. Remain effective and flexible even during periods of heavy workload.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.

- Learn and develop professionally to continuously enhance job performance, your knowledge of the organisation and the working environment.
- Work together with others in a constructive way, by contributing to diverse and inclusive working environment. Act with 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 sound experience in digital production printing and, ideally, in large format. printing (plotters) and in using a cutting plotter for the production of stickers, labels, etc...
- You are able to prepare print jobs on the printers' software, including imposition (e.g. booklets, several pages per sheet), as well as paper and finishing settings where needed.
- You know how to check print-ready PDF files before production.
- You have knowledge of/experience in finishing publications, including cutting, folding, collating, stapling and saddle-stitching, glue binding (perfect binding) and laminating of brochures and publications.
- Knowledge of graphic design and of layout/prepress software (e.g. Adobe Acrobat Pro, InDesign, Photoshop, Illustrator), including preparing vector cut lines for the cutting plotter, as well as basic knowledge of colour management (printer calibration, colour profiles), would be an asset in this role.
- You have a good sense of initiative and responsibility, attention to detail and quality, as well as versatility and availability.
- 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 or English is important and a basic level of the other language and/or Dutch is desirable.
- You have a basic command of IT applications and tools, such as Outlook, Excel, Word, SharePoint, Adobe Acrobat (PDF) etc.
- You fulfil the physical fitness conditions required for the performance of the duties involved.

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 encouraging 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 also reflected in our efforts to enhance the accessibility of our calls for expressions of interest, including the layout of the current call for expressions of interest (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 10/12/2026 at noon.

Please note:

- Please note that only candidates selected for the interview and written test by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the call for expressions of interest, please consider your application unsuccessful.

The European Committee of the Regions (CoR) is the voice of the 1.2 million EU politicians elected at local and regional level, represented by its 329 members (and alternates) from all over Europe. As well as forming the bedrock of EU democracy, they are responsible for implementation around 70% of EU policies, one third of public spending and half of public investment.