



Media Kit for Job Advertising

January 2012

Executive Summary

BrusselsJobs.com has become the top Brussels jobsite for expats; international experts in business, legal, secretarial, IT, office management, finance, accounting, HR and international consultancy.

- We have 10,000 unique visitors visiting around 20,000 times every month, and around 6500 newsletter subscribers, all actively looking for jobs in Brussels
- Hundreds of job ads are displayed at BrusselsJobs with good results each month
- Organisations from all international sectors use BrusselsJobs as recruitment medium

Our parent site, *EuroBrussels.com* has been the leading job site for EU Affairs in Brussels since 2001. Many of the partners and friends of these expats and internationally oriented jobseekers recommend BrusselsJobs to their network.

About BrusselsJobs.com

BrusselsJobs collects and displays a multitude of expat jobs, otherwise scattered on multiple websites which are normally hard to find. BrusselsJobs provide this service for well-educated international expats who want to work in business, law, IT, office management, finance and international consultancy - in Belgium and Luxembourg.

Through professional experience we know the expat community – which is why we have been able to create a pioneer service for a large professional international audience.

Contact Lars Peter Svane
Marketing Manager
e-mail: Lars@BrusselsJobs.com
Phone: +32 2 790 32 00

Prices for Job Ads

All recruiters get these advantages with BrusselsJobs:

- Visibility to our **10,000 monthly users**, visiting more than **20,000 times per month**
- The first days on the front page, and up to six weeks on the website
- All new job gets listed in our **weekly newsletter** sent to around **6500 subscribers**
- The job link can click to a HTML page, a PDF document, a Word document or whatever format on your website

We have three attractive models for posting jobs, according to recruiter needs:

- High Visibility Job
- Standard Job
- Free for most International Jobs

Some considerations before submitting your vacancy:

- Does the job qualify for a free listing on **BrusselsJobs**?
- Do you want your full job description posted at **our** website, or is it posted on **your organisation's** website?
- Do you want to have the job highlighted to **attract more attention** - or perhaps you have other special recruitment needs?

Below we run through these options.

Free Basic Job Ads

- Is the job within the BrusselsJobs free posting model?

Basic Job

Free

Qualifying positions can be listed as a *Basic Job ad*. This advert is limited in its exposure on our front page and links back to a vacancy listed on your organisation's website. If you would like more exposure for your job, you should select a standard or high visibility advert.

Conditions:

- The full job description must be available at a specific web page **on your site**
- The job must be located **in Belgium or Luxembourg**
- The job must be for **international experts**
- Free listing is **not available to recruitment agencies**

If your job does not qualify as a basic ad, it can still be posted on BrusselsJobs.com. See *Standard Job Ad* below.

And remember that European Affairs jobs can be listed for free on our parent site *BrusselsJobs.com*. Plus science jobs can be listed for free at our sister site *EuroScienceJobs.com*.

| RATE CARD | |
|--------------|-------|
| Format | Price |
| Basic Job Ad | € 0 |

Standard Job Ads

- More flexibility, less hassle



Standard Job Ads come with the following advantages:

- Standard Job ad get listed above the Basic Job ads in all listings (website and newsletter)
- You dramatically draw the expat community's attention to your organisation by having your logo next to the job
- Your logo is shown in all listings
- Option to have a full job description page hosted on BrusselsJobs.com
- Option to post all job vacancies that are outside our free posting model
- Job listed on our Social Media (Facebook and Twitter)

Latest Secretarial and Office jobs

 **Persönliche Assistenz von Alexander Graf Lambsdorff** 
 Alexander Graf Lambsdorff, MEP, Brussels
 Posted: 13 January, Deadline: 24 January

Employé(e) Administratif(ve) (Global QA) 
 GlaxoSmithKline, Wavre
 Posted: 13 January

Un Assistant administratif ou une Assistante Administrative Pour un Contrat à Temps Plein et à Durée Indéterminée 
 Université Libre de Bruxelles, Brussels
 Posted: 13 January, Deadline: 20 January

The price for a Standard Job Ad is €390

- Discount rate of €200 for NGOs (with charitable/humanitarian aims)
- Logo size in listing display: 80x40 pixels (we can help if you don't have the right size logo)

| RATE CARD | |
|--|-------|
| Format | Price |
| Standard Job Ad | € 390 |
| Discounted for charitable and political NGOs | € 200 |

BrusselsJobs.com
 JOBS IN BRUSSELS FOR INTERNATIONAL EXPERTS

Executive jobs direct from headhunters

Job Search | Upload CV | Education | Recruiters

More jobs in: BPIE - Buildings Performance Institute Europe Belgium Accounting or Audit Finance and Accounting Manager and Executive


Finance Manager - Permanent Part-time Contract (50% FTE)
 BPIE - Buildings Performance Institute Europe
 Brussels, Belgium

Permanent Part-time contract (50% FTE)

The Buildings Performance Institute Europe (BPIE) is an association dedicated to improving the energy performance of buildings across Europe, and thereby helping to reduce CO2 emissions from the energy used by buildings. BPIE acts both as an independent centre of expertise on all aspects of energy efficiency in European buildings, and as the European centre for the Global Building Performance Network created by ClimateWorks. BPI Europe is a not-for-profit organisation. www.bpie.eu

RESPONSIBILITIES:
 Under the guidance of the Executive Director, the Finance Manager will:

- Manage day to day financial operation of the Brussels Office including:
 - Preparation, management, and implementation of the Brussels office operating budget;
 - Reconciliation of all accounts in accordance with BPIE's finance policy;
 - Bookkeeping management into BPIE's Winbooks tool, supported by BPIE's accountant. Follow up on financial transactions, record and reconcile all payments and receipts in a timely manner;
 - Preparation of monthly expense and financial reports to be sent to BPIE's Board of Directors;
 - Ensuring control over cash management.
- Supervise the financial management of BPIE's funds including:
 - Preparation of budget proposals to the funders as necessary;
 - Ensuring the financial management of our funds including reporting to donors

Hosted on BrusselsJobs – what does that mean?

Not all recruiters want (or are able) to post the job description on their own website – which means we cannot link to it. We offer to create a custom web page specifically for your job vacancy, with your organisation's logo prominently displayed.

High Visibility Job Ads – Highlighted jobs

High Visibility Job

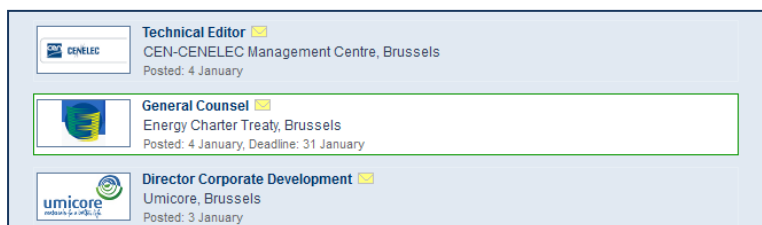
€690

Do you want to **attract more attention** to your job? Perhaps you need:

- Quick response for urgent recruitment
- Gain more responses to your job ad
- Urgent marketing needs combined with recruiting

High Visibility Job Ads offer to have your job ad highlighted, to make it stand out in all BrusselsJobs job listings:

- Highlight your job listing with a white background in all listings and in the newsletter
- Your logo just next to your job everywhere
- Dramatically draw the expat community's attention to your organisation
- Your job gets listed above the *Basic Job* ads in all listings, frontpage, category, searches
- Option to have a full job description page hosted on BrusselsJobs.com
- Job listed on our Social Media (Facebook and Twitter)



| RATE CARD | |
|--------------------|-------|
| Format | Price |
| Highlighted job ad | € 600 |

Logo size in listing display: 80x40 pixels (we can help if you don't have the right logo size).

Full picture of all job ad options:

Standard and *Highlight* ads will draw attention from the Brussels community to your job and your organisation during the whole recruitment period.

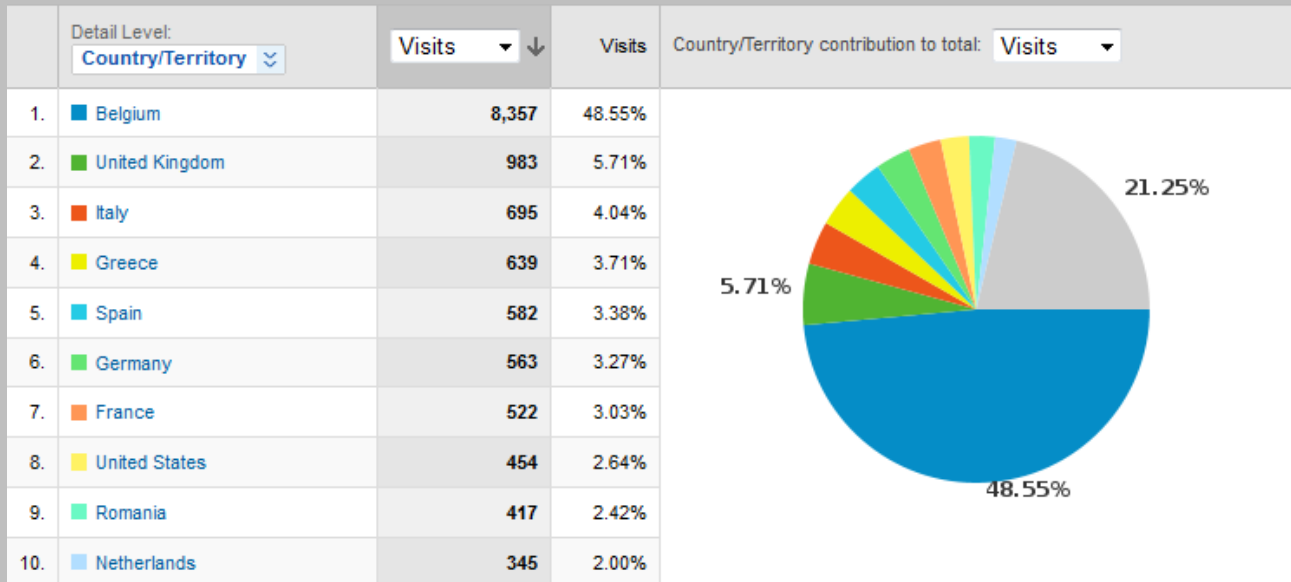
| RATE CARD | |
|--|-------|
| Format | Price |
| Basic Job Ad | € 0 |
| Standard Job Ad | € 390 |
| Standard Job Ad (Interns and NGO discount) | € 200 |
| Highlighted Job Ad | € 690 |

Audience Demographics

Even without a large marketing budget, the BrusselsJobs audience has grown over four years to include well over 10,000 unique monthly visitors, visiting more than 20,000 times per month.

Country and language

- Over 50% of our visitors live in Belgium and Luxembourg

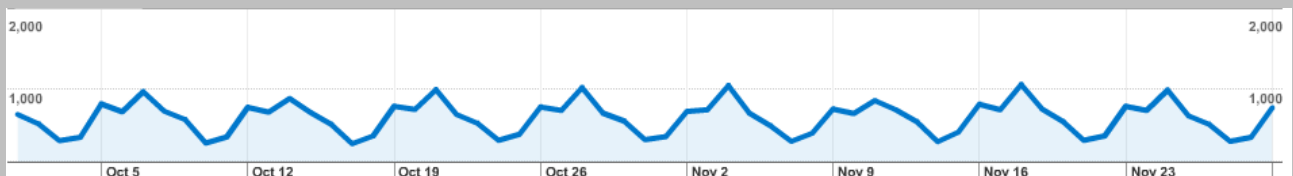


Source: Google Analytics for EuroBrussels.com 2012

Web Site Traffic

EuroBrussels web traffic has been growing since launch in 2006. Key stats:

- Over 10,000 monthly unique visitors
- More than 20,000 monthly visits
- Around 70'000 monthly page views
- Around 6500 e-mail subscribers to the weekly newsletter



Source: Google Analytics for BrusselsJobs.com 2012

Testimonials

"We have received **many applications** for our position which we advertised on the BrusselsJobs website and found it a **very effective way to recruit**. We had **immediate and numerous responses** to our ad, so we asked you to remove our ad earlier as we received enough applications. Many thanks for your great service."

- *Emmanuelle Bomo, Harwood Levitt Consulting, February 2011*

"We've been **very pleased with your services**; in fact quite a few applicants found our advert through your website. Our vacancies are filled now, but we will surely get back in touch when we have other openings."

- *Pia Wurzer, Project Coordinator, International Disability and Development Consortium (IDDC), March 2010*

"Thanks for putting our advertisement on BrusselsJobs.com. **We have received many applications from your site.**"

- *Christian Hawkins, EMCNET, March 2009*

"We have used BrusselsJobs recruitment services several times and we have been **very pleased with the results**. The online form is easy to handle and the feedback by the staff has been prompt and to the point."

- *Peter Strepel, Gellis Communications, October 2008*

"We have used your services in the past and have been very happy."

- *Nicola Bedlington, European Patients' Forum, July 2008*

Contact Info

We would be happy to create a unique package suiting your need. Please contact:

Lars Peter Svane
Marketing Manager
e-mail: Lars@BrusselsJobs.com
Phone: +32 2 790 32 00

Disclaimer

While BrusselsJobs makes every effort to provide accurate and complete information, various data such as prices, specifications etc. may change prior to updating.

Terms and conditions for paying, content validation and acceptance

EuroBrussels.com is VAT registered. No VAT is payable if you are VAT registered (unless you are based in the UK). You will need to supply a VAT number to show your company is VAT registered. If your company is based outside of the EU, no VAT is payable in any case.

Please note we reserve the right to reject advertisements we consider unsuitable.

Invoices must be paid within 28 days of the invoice date, after which we will charge 30% interest per annum. We understand and will exercise our right to interest under the 'Late Payment of Commercial Debts (Interest) Act 1998' if we are not paid according to agreed credit terms.

EuroBrussels.com is registered as a UK Limited company, number 4694396.