

Freelance notetakers

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other organisations. We're looking to develop our network of freelance conference notetakers for events we organise in Brussels and further afield.

If you're an experienced event notetaker looking for work with a new client then get in touch. Please state clearly on your CV whether you are based in Brussels or elsewhere.

Requirements

- English mother-tongue or equivalent.
- Excellent writing skills, ability to summarize complex content in an engaging and accurate manner.
- 1-2 years of experience as a notetaker.
- Background as a journalist, writer or copywriter is a plus.
- Reliable and pays close attention to detail.
- Knowledge of the EU environment is an advantage, but not a requirement.

How to apply

Please send your CV in English to jobs@tipik.eu with the subject line: Freelance event notetaker.

We will only contact those people who fit the requirements.

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)). We do not store CVs of rejected job applicants/freelancers, unless the individual has given us his/her consent, in which case it will be stored for a maximum period of six months. Please specify this in your CV and covering letter.