

JOB DESCRIPTION

Office Manager (m/w)

In order to assist the smooth running of the office's operations in Brussels, our client is looking for an Office Manager to join their team.

Tasks & responsibilities

OFFICE MANAGEMENT

- Ensure smooth running of the office;
- Manage office services and contracts, including ordering of office supplies, cleaning services, insurance providers, IT, maintenance of office equipment and managing subscriptions;
- Responsible for filing and archive management;
- Responsible for updating databases and mailing lists;

ACCOUNTANCY

- Handle general accounting and bookkeeping for the office, including invoicing membership fees, payment of invoices and salaries, payment of refunds on the basis of expense reports, VAT declarations;
- Liaise with external accounting firm and external auditors;

HUMAN RESOURCES

- Handles practical aspects of Human Resources: ensure payment of salaries for office staff, sick leave, holidays (in cooperation with *Securex*);

MEMBER SERVICES AND EVENTS

- Respond to Members requests;
- Be actively involved in planning and organisation of the organization's working level and statutory meetings and public events;

ADMINISTRATIVE SUPPORT

- Provide administrative support to a small team of three people (Secretary General and Policy Officers);

- Handle general requests, correspondence, phone calls and emails;
- Welcome and provide general support to visitors and prepare the meeting room;

DIGITAL AND WRITTEN COMMUNICATION

- Assist with preparation of documents (formatting and occasionally translation);
- Assist with uploading of documents and updating the association's website.

Profile

- Ideally 2-3 years of relevant professional experience and a Bachelor degree in Office Management, Secretariat, or equivalent qualifications;
- Proficiency in spoken and written English and French, other European languages are an asset, German would be a plus;
- Proficiency in Microsoft Office Suite;
- Excellent organisational and time management skills;
- Attention to detail, common sense, and problem solving skills;
- Excellent interpersonal skills and steadfast composure;
- Outstanding diplomatic and communication skills, being able to converse at all levels of communication;
- Willing to be part of a small, dynamic, and international team; you are a real team-player, and are willing to assist others when needed
- Experience with a not-for-profit, European association would be an asset;
- You are motivated, adapt easily to new environments, have a flexible personality, and learn fast;
- You are very occasionally available to travel within the EU and work on weekends (1-2/year)

Offer

- A full-time permanent contract from mid-January 2019 (*please note*: possibility of part-time employment from early December 2018)
- 38 hours/week with normal office hours (with some scope for flexibility, for instance starting early or late)
- Remuneration is in line with the responsibilities of this position and the candidate's background and experiences
- Advantages include meal vouchers, group insurance, full health insurance (DKV: hospitalisation, ambulatory, and dental), transportation costs, and a 50 € monthly allowance for phone and internet
- 20 days off + additional days depending on seniority
- A varied position with scope for development in a small and friendly team.