

Administrative assistant - Convention d'immersion professionnelle

Starting from September 2019

Brussels, Belgium

CONCORD is the European confederation of Relief and Development NGOs. We are made up of 57 member organisations that represent more than 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on development policy. We are a not for profit organisation, registered under Belgian law as an a.i.s.b.l - Association Internationale Sans But Lucratif - (An international not for profit association).

We are the main interlocutor with the EU institutions on development policy. We aim to strengthen the impact of European development NGOs vis-à-vis the European Institutions and to positively influence the European Development policies for a fair, just and sustainable world.

CONCORD envisions a world where people enjoy their right to live free of poverty and exploitation as well as their right to enjoy wellbeing and equality. This must be achieved by a citizen-led transformative agenda based on social justice and gender equality and respecting diversity and the limits of our planetary capacity.

As Administrative Assistant, you will be part of the Resources Team made of 4 persons: 1 Head of resources, 1 Finance Coordinator, 1 Events & Procurement Officer and 1 Finance & HR Officer

If you're looking for meaningful work in a confederation committed to bettering lives around the world with a team of dedicated professionals and wonderful people we would love to hear from you!

Job Description

- **OFFICE MANAGEMENT**

- Supports the events and procurement officer in the smooth running of the office (procurement of supplies and general office management);
 - Helps with the office refurbishment from September to December (Responsible for updating and monitoring the inventory process and checklists, ...)
 - Contributes to the Green office and well-being policy;
 - Helps to create practical tools and efficient systems for the smooth-running of the office (Kitchen Duty, Floating desks, Tidy-up) ;

- **ADMINISTRATION & OPERATIONS**
 - Supports with the review of our office management procedures ;
 - Helps to improve our archiving system of electronic & physical files in line with our knowledge management procedure;
 - Assists in updating our procedures in line with GDPR;
 - Takes care of updating some items on our intranet and websites (i.e Job ads, policies, events registration ...)
 - Supports the Administration team to liaise with the travel agency, to schedule and book trips;
 - Helps to compile, file and update supporting documents;
 - Helps with other ad-hoc secretarial tasks as required;

- **EVENTS**
- Helps with the logistics of our many meetings and events including our trimestrial Board meetings, Hub meetings and annual General Assembly.
 - Supports the events officer to plan, organize and set-up the event
 - Helps to book venues and liaises with different suppliers (i.e. caterers policy, interpretation booths, ...)
 - Responsible for the attendance lists process
 - Look for and compare different suppliers (catering, venues, interpreters, ...)

This role description is not prescriptive and the post-holder may be required to undertake other responsibilities reasonably required by the Resources Team in order to support and fulfil the purpose of the role.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

EXPERIENCE

ESSENTIAL

- Relevant education, training or professional qualifications;
- Some experience in administration preferably in an NGO environment;
- Some experience in events organisation;

DESIRABLE

- Experience working in an international environment;
- Managing external suppliers;

APTITUDE, SKILLS AND KNOWLEDGE

ESSENTIAL

- Fluent in French and English (The two working languages of the office)
- Highly organised, with multitasking and time-management skills;
- Pragmatic and proactive with proven problem solving abilities;
- Proven attention to detail;
- Outstanding communication and interpersonal skills

Conditions of employment including benefits

- You will work in our offices for 6 Months in Brussels, Belgium
- The contract will be an 'immersion professionnelle' contract for a duration of 6 months (possibility to renew once under certain conditions)
- Salary will be approximately 800 euros per month
- You will be entitled to a minimum of 20 days vacation pro rata
- CONCORD also provides hospitalisation insurance, meal vouchers of €7 per working day and a monthly commuting allowance on local public transport or by bicycle.

Interested? Great! Here's what you should know:

This is a full time position based in CONCORD office in Brussels, for a specific period starting as **soon as possible**.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, disabilities, or length of time spent unemployed.

The call for applications is open **until Friday 30 August**. Please send an Email with CV, Cover letter (1 page) to kate.carpenter@concordeurope.org and marion.coat@concordeurope.org with the Subject: ***Administrative assistant - Name***

Only shortlisted candidates will be contacted.



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