



**Job description**

<b>Job title</b>	Administrative Officer				
<b>Job code</b>	AA2024	<b>Date</b>	April 2024	<b>Version</b>	V1.0
<b>Reporting to</b>	Head of Corporate Services				
<b>Part-Time</b>	60%				

**Purpose of job**

To provide administrative support to the team running an international non-profit membership association and to facilitate the smooth running of the office and undertake accountancy duties.

**Location**

[Eurogeographics](#) Head Office in Brussels

**Main Activities and responsibilities**

<p><u>Office</u></p> <ul style="list-style-type: none"> <li>• Manage, order, receive and put away office supplies</li> <li>• Take care of the Eurogeographics office, including responsibility for the cleanliness, safety and hygiene of the office.</li> <li>• Be the contact point for: the building manager, cleaning lady etc</li> <li>• Any external person EG is dealing with in regards to the building works, deliveries, installations and so on</li> </ul>
<p><u>Accountancy duties</u></p> <ul style="list-style-type: none"> <li>• Basic book keeping</li> <li>• Processing invoices, travel claims, VISA statements</li> <li>• Processing payments for the first signature</li> <li>• Providing support to Head of Corporate Services during the financial reporting of European Projects</li> <li>• Assisting in preparation for audits</li> </ul>
<p><u>Receptionist duties</u></p> <ul style="list-style-type: none"> <li>• Answering the door buzzer, welcoming visitors and offering refreshments</li> <li>• Acting as the first point of contact for telephone calls</li> <li>• Dealing with mail</li> </ul>
<p><u>Secretarial duties</u></p>

### Event management

- Manage meeting room bookings at the Eurogeographics offices, ensuring the board room is booked for the Team Meeting weeks
- Managing the logistics of the Management Board:
  - Booking hotel rooms
  - Booking the venue (meeting room)
  - Restaurants
- Responding to members' needs during meetings: booking taxis, printing boarding passes, booking trains for the airport, etc.

### **Knowledge and skills**

#### **Essential**

- Fluent in both written and oral English of minimum C1: Level (working language is English), plus French or Dutch (intermediate level).
- Working experience in administration 1 to 3 years
- Strong communication skills
- Advanced PC skills to include Microsoft Office especially, Outlook, Excel, Word, Teams
- Task management and time management skills
- File Management and archiving
- Organisational skills and the ability to prioritise

#### **Desirable**

- Experience of working in a small office environment
- Experience of working in a membership organisation

### **Behaviour and Competencies**

- Dynamic and enthusiastic with personal drive and self-motivation
- A 'can do' attitude, seeing where there is work to do and doing it
- Ability to take the initiative and work independently
- The ability to adapt to rapidly changing priorities by taking a flexible approach
- Helpful, empathetic with a co-operative style and the ability to take a collaborative approach
- A team player

### **Decisions made independently by the post holder**

Ordering of stationery and office supplies  
Arrangement of meetings and refreshments

## What we offer

- An initial 6 months contract with the opportunity to move to an indefinite employment contract immediately following the 6 months period;
- Meal vouchers, eco-cheques, group insurance, refund of public transport;
- Dynamic international, multi-cultural, friendly, and talented team, fostering collaborative and supportive culture;
- The possibility to learn and develop skills next to a seasoned professional
- A work environment where we care for the well-being of our employees;
- Significant autonomy and flexibility in your daily work and schedule;
- Flexible working hours – minimum 2 days per week in the office except for Team Meeting weeks where daily presence is required.

## Applications

Please send your application (short motivation letter + curriculum vitae of no more than 2 pages, **by 31 May 2024 to Matina Fuentes (matina.fuentes@eurogeographics.org) indicating in the subject “Administrative Officer – Your full name”**).

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside EuroGeographics, unless specifically authorised by the applicant

