



Office Manager

EERA – European Energy Research Alliance Brussels - Belgium

The European Energy Research Alliance (EERA) AISBL is the largest alliance for low carbon energy research in Europe. Bringing together more than 250 organizations from 30 countries to develop shared priority setting and research projects, EERA has become the key actor for coordinating publicly financed European Energy R&D and works in close cooperation with the European Commission.

EERA is looking for an Office Manager to support the administration of the EERA Secretariat. She/he will assist the EERA Secretary General and will be responsible for the administration of the office.

Key Responsibilities

- Support the Secretary General in the organization of his activities (management of agendas, travels and other arrangements);
- Facilitate the functioning of the Association in relation to internal and external stakeholders;
- Maintain internal communication within the EERA members;
- Manage the relationship with member organisations including membership database, fee invoicing generation, collection and follow-up;
- Oversee general office operation;
- Handle office logistics and manage service suppliers (renting, cleaning, catering, procurements, etc.) and maintain proper stock levels;
- Coordinate appointments, travel arrangements, online and on-site meetings and manage staff calendars and schedules as well as EERA meeting room rental to externals;
- Welcome and direct visitors and promote good public relations;
- Event management;
- Payment of invoices, staff payrolls, per diem and refunds, liaison with accountant;
- Assemble information for external auditors for the annual audit

Skills & Experience

General requirement

- Hold a University degree;
- At least 5 years of relevant work experience related to office management, preferably in an international / multi-cultural environment;
- Applicants must be legally entitled to work in the EU;
- Good command of English and French, both oral and written; knowledge of other European languages is an asset;
- Proficient computer skills, especially handling of MS-Office, web-applications, accountancy notions;
- Basic understanding of European Institutions is an asset;
- Empathy and willingness to work in a highly interactive and international team;
- Ability to prioritise workload and meet deadlines;
- Very organised with a strong attention to detail;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Highly flexible, multi-task and quick learner;
- Sense of humour

Terms of the contract

- The opening is for a full-time position (38 hours/week);
- Starting date as soon as possible;
- Work Location is 72, rue de Namur, 1000 Brussels.

Application

- Please send your cv and motivation letter (in pdf format) to Ms. Elena Dufour (e.dufour@eera-set.eu), mentioning “**[Applicant Name] - Application EERA Office Manager**” before **14 February 2019**.
- The motivation letter (1 page maximum) should highlight your reasons for applying and your credentials for the position.
- The selection of the candidate will be based upon the merit principle.