CETAF aisbl is recruiting a:

Personal Assistant

A. JOB DESCRIPTION

As Personal Assistant to the Executive Director (m/f/x), you will be joining our team at the General Secretariat, in Brussels. The CETAF General Secretariat manages the consortium of 63 natural sciences institutions and the participation in several relevant EU-funded projects and initiatives. You will primarily be supporting the Executive Director in the administrative tasks relating to these two main objectives. This includes, but is not limited to, making meeting and travel arrangements, manage office systems and support the accounting.

You will be supervised by and work closely with the Executive Director, as well as in collaboration with the remainder of the General Secretariat Staff.

Specific Tasks:

- Agenda management; follow-up on deadlines of (preparation of) meetings, conferences, business lunches, travel and conference call organization
- Inbox management including drafting response emails for the Executive Director
- Organising meetings with internal and external contacts;
- Making travel arrangements for the Office as well as Executive Committee or others travelling for CETAF purposes
- Collaborate in the organisation of the events and contribute to the elaboration of the agenda, minutes and other documentation generated;
- Attending meetings and taking minutes when necessary;
- Supporting the preparation and dissemination of papers for the CETAF governance body meetings when appropriate;
- Preparing event materials (e.g. name badges and other printed material) as well as assisting on-site at events;
- Billing, handling expense notes and invoices;
- Produce required documentation and monitor legal requirements in regards to financial aspects of a Belgian AISBL;
- Prepare and monitor financial reporting and requirements for EU funds;
- Prepare budgets and other financial reports to Board;
- Other administrative tasks for the adequate functioning and development of the General Secretariat office and/or the Consortium as well as the DiSSCo Office.

B. MAIN REQUIREMENTS

- Formal education in a related field or equivalent work experience;
- High-level organisational skills;
- Strong demonstrated administrative and interpersonal skills;
- The ideal candidate will have the following specific competencies:
  a. Comprehensive knowledge of MS Office (especially Excel, Word, Outlook, PowerPoint);
  b. Service-oriented;
  c. Experience in financial reporting, same experience for EU-funded projects is an asset;
  d. Ability to identify problems and provide solutions;
  e. Able to work well in an international environment;
  f. Well-organised with an eye for detail;
  g. Excellent writing skills;
  h. Communicate effectively;
  i. Ability to work independently and in a team;
  j. Ability to take initiative, prioritise and work under set deadlines;
  k. Knowledge of the Belgian legal landscape concerning AISBL’s is a plus.
- Professional experience in a support or similar role of at least 2 years;
- Ability to deliver to tight deadlines and on multiple priorities;
- Good oral and written working knowledge of English and French. All other European languages are an asset;
- Authorised to work in Belgium.

C. GENERAL CONDITIONS
- Start date: ASAP
- Work pattern: Part-time (19 hours per week)
- Contract: 2 years (renewable)
- Workplace: CETAF General Secretariat
c/o Royal Belgian Institute for Natural Sciences
  Rue Vautier, 29
  1000 Brussels, Belgium

If interested, please send your CV and motivation letter in English and as a single file to the CETAF Executive Director, Ana Casino (info@cetaf.org), with the subject line “Personal Assistant” by 25 March 2020, noon. Interviews will be held at the beginning of April 2020. Only shortlisted candidates will be contacted.

Website: http://www.cetaf.org/about-us/careers