

Vacancy – Office Manager

Organised, efficient and proactive with a can-do-mentality and a strong focus on quality. If you recognise yourself in these qualities, then this job is for you!

In this role, you will act as the Office Manager and you will be responsible for day-to-day organisation of the Science Europe Office, including in relation to HR, finances and facilities.

Working for Science Europe, you will get the opportunity to work for a unique European-wide, membership association in the field of research and innovation and become part of a dedicated and enthusiastic team.

The Association

Science Europe is a membership association of major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 27 countries. We promote the collective interests of our Member Organisations through our advocacy work and we support them in their efforts to foster European research and innovation by offering a platform for collaboration. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners.

Science Europe is based in Brussels (Belgium). Our offices are ideally located in the Brussels EU quarter and easily accessible by public transport.

The Position

Responsibilities

- Responsible for the co-ordination of building and Office matters, including office supplies;
- Act as contact for services providers, such as payroll provider, legal consultant, insurance company, training providers and accountant;
- Oversee the management of invoices and provide regular expenditure reports to the Secretary General;
- Provide input to the personnel budget, and monitor the operational budget;
- Organise recruitment exercises, including placement of advertisements and managing applications;
- Assist in the preparation of job offers, contracts and support documentation for new staff, liaising with external bodies as required;
- Further develop, and keep updated, Science Europe's HR policies (*travel, work regulations, benefits, and so on*);
- Responsible for the monthly payroll preparation, including communication of absences; and
- Assist in the preparation of Science Europe meetings and events.

Credentials

We are looking for a candidate who has:

- At least degree level education;
- Minimum seven years of relevant work experience, preferably in an international environment;
- Proven experience with HR issues in a Belgian context, including knowledge of payroll, benefits, recruitment and social legislation;
- Financial management experience;
- Strong IT skills, including competence with spreadsheets; and
- Experience with provision of support for legal matters (*GDPR, ...*).

And the following key skills and competences:

- Team-oriented approach and able to work collaboratively with colleagues;
- Excellent written and oral communication skills;
- Outstanding organisation skills, with the ability to manage own time well and deal with competing demands;
- Pays a great deal of attention to details, procedures and focuses on quality;
- A pro-active, flexible and 'hands on' approach to work;
- Strong abilities to analyse and solve problems;
- Events management skills;
- Ability to maintain confidentiality;
- Ability to work both independently and as part of a team as required.
- Fluent written and spoken knowledge of English, which is the working language of Science Europe, as well as French and/or Dutch, and any other European languages.

The following skills and experience would be beneficial:

- Familiarity with the context of European research;
- Experience of working in an international environment; and
- Knowledge of other European language.

What We Offer

We offer a permanent contract as well as a competitive salary in the range of €4,000 to €4,300 gross per month. The salary offered will be dependent on level and number of years of relevant experience. We also offer benefits such as '*chèques repas*' (meal vouchers), 13th month (additional salary payment in December), medical and hospital insurance, group insurance for pension and extra vacation days.

How Can You Apply?

You can apply by sending **your CV** and a **cover letter (in English)** to careers@scienceeurope.org.

Your cover letter (maximum one page) should outline your **suitability** and **motivation** for the post. It should explicitly reference how your profile matches the different job requirements described above.

Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references. Incomplete applications will not be considered.

The deadline for applications is **4 September 2020**. Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the closing date. If a suitable candidate is identified prior to the closing date, we reserve the right to close the recruitment before the advertised deadline.

Further Information

Please direct any questions to careers@scienceeurope.org; telephone +32 (0)2 226 0300. More information on Science Europe can be found on the website at www.scienceeurope.org.

Protection of Personal Data

The personal data (CV, motivation letter, and so on) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our [Applicants' Privacy Policy](#).