

Vacancy – Administrative and Personal Assistant

Organised, service-minded and proactive with a can-do-mentality. If you recognise yourself in these qualities, then this job is for you!

In this role, you will act as the Administrative and Personal Assistant to the Secretary General and Management team to support them in their daily work. Additionally, you will support the smooth running of the Association, including the provisions of general administrative assistance for our events and meetings.

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 28 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:

- Provide personal assistance to the Secretary General and Management team (e.g. travel arrangements, agenda management, expense reports, correspondence);
- Manage Science Europe's reception desk, including switchboard services and general inbox;
- Provide general office administrative assistance, including the logistic organisation of internal and external meetings and events, management of database of contacts, providing support for general office maintenance;
- Assist IT maintenance and incident resolution by liaising with the external IT support;
- Provide other minor office administrative tasks as required.

Credentials:

We are looking for a candidate who has at least

- Minimum seven years of relevant work experience in an administrative support role, preferably in an international environment;
- Experience in managing a reception desk and with the provision of office wide secretarial support;
- Experience with the provision of IT support, including general upkeep of computers and devices, and liaison with external IT support providers;
- Experience with the provision of support for facilities maintenance matters;

- Experience in organising meetings/events;
- Fluent written and spoken knowledge of English as well as French and/or Dutch, and any other European languages.

And the following key skills and competences

- Outstanding organisational skills, and the ability to manage own time and to work to deadlines;
- Pays a great deal of attention to details, procedures and focuses on quality;
- Excellent written and oral communication skills;
- General IT skills and advanced computer skills in Microsoft Word, Excel and PowerPoint;
- Hands-on mentality and abilities to analyse and solve problems;
- Team-oriented approach and able to work collaboratively with colleagues;
- Events management skills;
- Ability to maintain confidentiality;
- Ability to work both independently and as part of a team as required.

WHAT WE OFFER

We offer a permanent contract as well as a competitive salary. The salary offered will be dependent on level of 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 **15 January 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, etc.) 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 [Privacy Policy](#).