



FACE JOB PROFILE

ADMINISTRATIVE ASSISTANT Full-time (38 hours / week)

SCOPE of the position

FACE, an international Brussels-based NGO, is seeking to hire an Administrative Assistant to be responsible for the delivery of office services, accounting and banking and administrative support to the Secretary General. He/She reports to the Office & Business Manager.

Professional Profile and Requirements

- Must be legally eligible to work in the EU or possess a work permit in Belgium
- Administration qualification or equivalent
- A minimum of two years' relevant professional experience
- Fluency in English. Very good command of French and German is a strong asset
- Proficiency in the MS Office Suite (Word, Excel, Power Point)
- Proficiency in using an accounting software
- Excellent time management skills and the ability to meet deadlines and objectives in an autonomous manner
- Desire and commitment to work in a small team in a multi-cultural working environment.

Main tasks & responsibilities

1. Office services

- Carry out receptionist duties and administrative & clerical services
- Assist the Office & Business Manager in ensuring proper forms management and records management for insurance, audit and legal purposes
- Prepare & send annual notifications and invoices for Membership subscriptions (Jan-Feb), thank you letters (whenever suitable), and reminders (May, August, Nov), in line with the Subscriptions Rules of procedure
- Carry out facilities assistance, in-house meeting organisation and stocking/supplies services
- Ensuring compliance with office procedures, correct and timely submission of forms
- Assist the Office & Business Manager in ensuring office space legality, efficiency & safety

2. Accounting & Banking

- Collect, check & pay invoices in
- Prepare & send invoices out
- Input invoices & and bank statements in the accounting system
- Monitor bank accounts on a weekly basis
- Main contact person for banking institutions & suppliers
- Assist the Office & Business Manager in compiling data for specific analyses

3. Providing administrative support to the Secretary General

- Manage the agenda of the Secretary General
- Support the administration of the Secretary General in terms of travel and logistics.
- Write minutes
- Ad hoc research for the Secretary General

4. Back-up

- Meetings' organisation
- Membership administration

Application Procedure

Applications should be submitted in English and include a CV and cover letter.

Please send applications by email to recruitment@face.eu by midday (12pm) Monday 31 May 2016, including in the subject line: First name, Last name, position for which you are applying.

Applications received by this date will take priority; however, late applications will be considered if the position has not been filled. Please note that only candidates selected for further consideration or interview will be contacted. No phone calls please.