



FACE is the voice of European hunters.
We ensure hunting remains good for
hunters, society and nature.

Recruitment

OFFICE ASSISTANT (part-time)

FACE Secretariat is looking for an Office Assistant to assist with the smooth running of the Federation. The post holder will be responsible for the delivery of office services in the field of administration, accounting, facilities, and internal organisation. He/She will report to the Office & Business Manager (OBM).

MAIN TASKS & RESPONSIBILITIES

- **Administration**
 - Carry out receptionist duties (visitors, calls, general email, correspondence, agendas)
 - Carry out admin & clerical services (registers/databases, drafting/editing/formatting, copying, minutes taking)
 - Ensure compliance with internal procedures (correct/timely submission of forms/bureaucracy, staff induction)
 - Ensure compliance with external procedures (correct/timely submission of forms/bureaucracy)
 - Ensure proper records management for insurance/audit/legal purposes (compiling, scanning, filing)
- **Accounting**
 - Collect, check, seek authorisation to pay, and pay incoming invoices
 - Prepare and send invoices out, reminders, thank-you letters
 - Compile allocated invoices into an Excel overview
 - Process data input in Winbooks accounting system
 - Monitor bank accounts on a weekly basis & prepare weekly report
 - Act as main contact person for banking institutions & suppliers
 - Assist the OBM in compiling data for specific analyses and audits
- **Facilities**
 - Carry out stocking/supplies services (research, price, purchase, stock)
 - Organise in-house meetings (room set-up, service of catering/meeting needs)
 - Ensure workplace maintenance (main contact person for cleaning/repair companies, plan/monitor works)
 - Ensure workplace safety and health (main contact person for Mensura & Insurance companies)
 - Ensure workplace efficiency (main contact person for IT providers and IT-related staff queries)
 - Ensure office coordination (staff meetings/reports, office planning/reporting)
- **Internal organisation**
 - Assistance with the organisation of FACE Governance Meetings (Administration, Logistics)
 - Assistance with the organisation of staff events (weekly/monthly meetings, planning days, team-building)
 - Search & Data compilation for the OBM and the Secretary General

BACKGROUND AND EXPERIENCE

- Administration qualification or equivalent
- A minimum of two years' relevant professional experience

KEY SKILLS AND PERSONAL ATTRIBUTES

- Fluency in French and English. Knowledge of other EU language is an asset
- Proficiency in the MS Office Suite (Word, Excel, Power Point)
- Knowledge of Winbooks accounting software
- Strong organisational and time management skills
- Autonomous

OFFER

Terms: Permanent contract (CDI) in a multi-cultural working environment. Part-time (2 to 2.5 days/week).

Location: Brussels, Belgium

Starting date: as soon as possible

How to apply: Please send your CV and covering letter to charlotte.nyffels@face.eu

Additional information: The position is open until filled. Only shortlisted candidates will be interviewed.

FACE is the European Federation of Associations for Hunting and Conservation.

Established in 1977, it represents the interests of Europe's 7 million hunters as an international non-profit-making nongovernmental organisation (INGO).

FACE is made up of its Members: national hunters' associations from 36 European countries including the EU-28. FACE also has 7 Associate Members and has its Secretariat in Brussels.