



FACE is the European Federation 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. FACE is made up of its Members, which are the national hunters' associations from 37 European countries. FACE also has 7 Associate Members and has its Secretariat in Brussels.

Recruitment OFFICE ADMINISTRATOR

The FACE Secretariat is looking for an Office Administrator to assist with the smooth running of the Federation.

The post-holder will be responsible for the delivery of office services, member services, and personal assistance to the Secretary General.

MAIN TASKS & RESPONSIBILITIES	PROFESSIONAL PROFILE AND REQUIREMENTS
<p>1. Office services</p> <ul style="list-style-type: none"> - Ensuring proper administrative management, including records management for insurance, audit and legal purposes - Carry out office facilities assistance, in-house meeting organisation, and stocking/supplies services - Ensure compliance with office procedures, legalities, safety, maintenance as well as correct and timely submission of forms - Carry out receptionist duties/clerical services <p>2. Member services</p> <ul style="list-style-type: none"> - Act as staff liaison to FACE Members - Distribution of official FACE communication to Members - Data collection from Members and analysis of replies - Administration of the Members database (contact list and distribution lists) - Organisation of FACE Governance meetings (Logistics, Programme, Agenda, Meeting packets) - Support in organising the meetings within the FACE Regions or the FACE Membership - Work with the Secretary General to increase value and benefits of FACE membership <p>3. Personal assistance to the Secretary General</p> <ul style="list-style-type: none"> - Support the administration of the Secretary General in terms of travel and logistics, bureaucracy - Ad hoc research and data compilation 	<p><i>Essential</i></p> <ul style="list-style-type: none"> - Administration qualification or equivalent - French native speaker, fluent in English (and happy to work in a multi-cultural working environment) - Proficiency in the MS Office Suite (Word, Excel, Power Point) - Attention to detail - Strong organisational skills - Good time management - Autonomy - Friendly nature <p><i>Desirable</i></p> <ul style="list-style-type: none"> - Relevant professional experience

OFFER

Terms: Permanent contract (CDI)

Location: Brussels, Belgium

Starting date: as soon as possible

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 28 February 2020, including in the subject line:

FACE Office Administrator, First name, Last name.

Please note that only candidates selected for further consideration or interview will be contacted.