



Brussels, 31 January 2022

The WEEE Forum is recruiting a half-time Administrative Assistant

The WEEE Forum a.i.s.b.l. www.weee-forum.org is an international association speaking for forty-five not-for-profit organisations across the globe that manage the collection and treatment of electronic waste. Together with our members on the five continents, we are at the forefront of tackling the worldwide societal challenge of electronic waste. We aspire to be among the world's foremost e-waste competence centres, excelling in the implementation of the circular society.

The WEEE Forum is recruiting an intrinsically motivated, pro-active, creative, and results-driven Administrative Assistant (him/her) to join its team. He/she will essentially provide administrative support to membership activities and to the team involved in reputable grant-funded projects as well as campaigns, communication, and research. The post is part-time or half-time, subject to a trial period.

The WEEE Forum is headquartered in Brussels, yet the team is currently composed of six professionals based in Belgium, Spain, and the United Kingdom. We offer a competitive salary for a versatile job with a high degree of autonomy that allows for personal and professional growth, flexible working hours at the location of your choice and a gradual onboarding process co-ordinated by the team.

The candidate must meet the criteria as spelled out in the Job Description.

- Bachelor's degree
- Minimum 5 years professional experience
- Deep knowledge of Microsoft suite of software tools
- Knowledge of project management procedures, tools and funding considered a plus
- Excellent oral and written English communication skills, other languages a major plus
- Pride in getting things done with an eye for detail
- Pride in providing administrative support to managers of projects under quality, budget and time constraints

The letter of motivation addressed by electronic mail to Pascal Leroy, Director General of the WEEE Forum, should explain in clear terms why you are eager for the job and how your skills and experience meet the job requirements detailed above. Please send the letter and your

curriculum vitae (preferably in Europass format) to info@weee-forum.org and put “New position at the WEEE Forum | [Name][Surname]” in the subject line.

For more information about the organisation, see www.weee-forum.org. Or call Pascal Leroy on +32 473 75 61 53. Job queries will be dealt with in confidence and in accordance with GDPR legislation and the WEEE Forum’s [privacy policy](#).

Only shortlisted candidates will be contacted.

This is a unique opportunity to work with enthusiastic individuals in a dynamic, multi-cultural and multi-lingual environment.

Closing date for applications: 20 February 2022 midnight.

Expected start date: as soon as possible.

	[Name][Surname]
Title	<ul style="list-style-type: none"> Office manager
Department	<ul style="list-style-type: none"> General management
Supervisor N+1	<ul style="list-style-type: none"> Director General
Direct Reports N-1	<ul style="list-style-type: none"> 0

Objective	Description
Overall purpose of the job	<ul style="list-style-type: none"> Provide administrative support to members of the team involved in grant-funded projects as well as campaigns, communication, research, and membership activities

Result Area	Description
1. Provide administrative support to the preparation of grant-funded project proposals and to the management of grant-funded projects	<ul style="list-style-type: none"> Co-ordinate admin-related actions (dates, attendance, rooms, catering) in the management of grant-funded projects, e.g. events, end of project conferences, consortium meetings. Obtain quotes for work, e.g. printing, video production Manage suppliers, including IT subcontractors (check due date of renewal of licenses, look for cheaper options, renewal of contracts). Prepare timesheets and process data Manage travel arrangements for the team and travel expenses follow up

<p>2. Provide support to members and follow up on new members of the WEEE Forum</p>	<ul style="list-style-type: none"> • Compile and maintain new members data • Update members factsheets and website profiles
<p>3. Schedule and co-ordinate events</p>	<ul style="list-style-type: none"> • Manage the logistics of events and provide support in terms of e.g. dates, booking conference rooms, catering, agendas, invites... • Follow up on registrations.
<p>4. Maintain databases, portals, and websites</p>	<ul style="list-style-type: none"> • Manage extranet users and solve extranet issues • Periodically update LibraWEEE and WEEE Directory
<p>5. Office management</p>	<ul style="list-style-type: none"> • Manage service providers (IT, cleaning, building...) • Liaise with Belgian tax, health & safety and regulatory authorities • Maintain and keep up-to-date the association's administrative procedures • Manage HR matters
<p>6. Manage accounting</p>	<ul style="list-style-type: none"> • Execute financial transactions in conjunction with the accountant. • Invoice suppliers, in liaison with the accountant. • Provide liaison with financial institution

Minimum knowledge	Level
Working/thinking level	<ul style="list-style-type: none">• Bachelor’s Degree
Experience	<ul style="list-style-type: none">• Minimum 5 years professional experience

Contacts	Main contacts
Internal contacts	<ul style="list-style-type: none">• Daily contacts with all members of the team in order to co-ordinate actions
External contacts	<ul style="list-style-type: none">• Frequent contact with partners in the consortia of grant funded projects in order to undertake project admin tasks and arrange meetings etc., and with PROs in the WEEE Forum

Contacts describe internal and external contacts, the frequency and goal.

Quantitative data	Responsibility over (parts of) budget
Budget	<ul style="list-style-type: none"> • Execute financial transactions
Skills & competencies	Core competencies
Languages	<ul style="list-style-type: none"> • Excellent written and oral English, any other languages a major plus
Software skills	<ul style="list-style-type: none"> • Deep knowledge of Microsoft suite of software tools, especially Excel, PowerPoint and Word
Problem solving skills	<ul style="list-style-type: none"> • Passion to address issues and get things done
Project management skills	<ul style="list-style-type: none"> • Eagerness to provide administrative support to managers of projects under quality, budget and time constraints • Awareness of funding programmes and procedures a plus