

General Information	Description
Title	Office assistant
Department	General management
Supervisor N+1	Director General
Direct Reports N-1	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. Office management	<ul style="list-style-type: none"> • Manage diverse 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
2. Provide support to members and follow up on new members of the WEEE Forum	<ul style="list-style-type: none"> • Compile member data • Update multiple monitoring files • Create and update member factsheets and website profiles • Create and maintain member database

3. Schedule and co-ordinate events	<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 transactions and registrations.
4. Maintain databases, portals, and websites	<ul style="list-style-type: none">• Manage extranet users and solve extranet issues• Annual update of LibraWEEE and WEEE Directory
5. Manage accounting	<ul style="list-style-type: none">• Execute financial transactions in conjunction with the accountant and the Director General• Invoice suppliers, in liaison with the accountant.• Provide liaison with financial institution

Minimum expected knowledge & experience	Level
Working and thinking level	<ul style="list-style-type: none"> • Bachelor's Degree or equivalent
Experience	<ul style="list-style-type: none"> • Minimum 5 years professional experience
Knowledge	<ul style="list-style-type: none"> • Deep knowledge of Microsoft suite of software tools • Knowledge of project management procedures and tools, and of European funding programmes, considered a plus

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

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 English, good French, 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 tackle 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