



The WEEE Forum is recruiting a part-time management assistant

The WEEE Forum a.i.s.b.l. www.weee-forum.org is an international association speaking for fifty not-for-profit electronic waste producer responsibility organisations across the globe. Together with our members on four 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 circularity principle. The WEEE Forum is registered in Working from_ The Hoxton, close to Gare du Nord, Brussels. The team is currently composed of 11 professionals based in Belgium, Spain, Germany, Greece and the UK.

About the position

The WEEE Forum is recruiting an intrinsically motivated, highly organised, methodical, and results-driven management assistant to join its team. The successful candidate will essentially provide administrative and management support to the Director General and the members of the team involved in grant-funded projects as well as campaigns, communication, and research. We welcome applicants of all genders, backgrounds, and abilities.

Responsibilities

- Administration of finances, in support of the accountants, including processing of invoices and credit card statements and preparation of outgoing invoices
- Contact with suppliers (procurement), Belgian authorities, and accountants
- Management of proprietary extranet and membership queries
- Management of team's business travel
- Support in administration of projects
- Management of events and international conferences, including planning, venue rental, logistics, on site execution

What we offer

We offer a salary that is aligned with the EU associations market, for a versatile 60-80% job involving autonomy and allowing for professional growth. The job is Brussels-based; hybrid between home and the coworking location. At least two presence days a week at the coworking location are required. The successful candidate will undergo an onboarding process.

Profile

The candidate must meet the following criteria.

- Bachelor's degree
- Minimum 5 years' professional experience in administration
- Experience with financial admin, including accounting software, follow-up of expenses, monitoring of contractual commitments
- Good understanding of financial/legal procedures in Belgium
- Strong experience in events management
- Knowledge of Microsoft Outlook, Word, PowerPoint, Excel
- Experience with EU-funded projects, in particular reporting project management procedures and tools considered a plus
- Excellent oral and written English and French or Dutch communication skills, other languages considered a plus
- Pride in getting things done with an eye for detail
- Pride in providing support to managers under quality, budget and time constraints
- Sense of responsibility, autonomy and commitment as well as strong planning skills
- Availability to travel within Europe for two times a year for periods of up to three days.

How to apply

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 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 756153. Job queries will be dealt with in confidence.

Closing date for applications: 23 December 2025.

Expected start date: as soon as possible.