



Office Manager

EERA – European Energy Research Alliance Brussels - Belgium

The European Energy Research Alliance (EERA) AISBL is the largest low carbon energy research community in Europe and worldwide. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organizations from more than 30 countries, the key role of EERA is the coordination of public R&D on the energy transition in Europe, in close cooperation with the European Commission. In full alignment with the EU 2050 Climate objective, the mission of EERA is to “*catalyze European energy research to achieve a climate neutral society by 2050*”.

EERA AISBL office is located in a central district of Brussels and currently includes 15 full-time staff members. EERA is looking for an **Office Manager** to support the administration of the EERA Secretariat. She/he will assist the EERA Secretary General and will be responsible for the administration of the office.

Key Responsibilities

- Support the Secretary General in the organization of the Association’s day-to-day activities;
- Facilitate the functioning of the Association in relation to internal and external stakeholders;
- Manage the administrative relationship with member organizations and maintain the membership database;
- Manage and streamline the periodic invoicing of the member organizations and the close follow-up of payments;
- Proceed to payments and invoices and manage the association accounts with the support of the external accountant;
- Assemble and prepare information for the accountant and the annual financial audit;
- Manage human resources files and the payroll with the support of the external “secretariat social”;
- Manage EERA main phone line and reception and welcome and direct visitors ensuring a professional and welcoming environment;
- Manage external service suppliers (renting, cleaning, catering, procurements, etc.) and maintain proper stock levels;
- Oversee an upcoming office refurbishment process;
- Organize and support the logistics of events and meetings coordinated by the Secretariat (such as General Assemblies, workshops, staff meetings, etc.);
- Coordinate appointments, travel arrangements, online and on-site meetings and manage staff calendars and schedules;

Skills & Experience

General requirement

- Hold a higher education diploma or university degree;
- At least five years of work experience, preferably in an international / multi-cultural environment;
- Excellent command of English and of French or Dutch, both oral and written; knowledge of other European languages is an asset;
- Proficient computer skills, especially handling of MS-Office and web applications;
- Good notions in accounting, ideally in the context of an international association;
- Being legally entitled to work in the EU.

Personal and interpersonal skills

- A willingness to engage and interact with our highly international network of internal and external stakeholders;
- Ability to prioritize workload and meet deadlines;
- Highly reliable and adhering to the highest ethical standards;
- Very organized with a strong attention to details;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Highly flexible, with strong multi-tasking abilities and a quick learner.

Terms of the contract

- The opening is for a full-time position (38 hours/week), with an in-person work arrangement as the primary mode.
- Work location is Rue de Namur 72, 1000 Brussels.
- Starting date as soon as possible.

Application

Please send your CV and motivation letter (in pdf format) to EERA Secretariat (secretariat@eera-set.eu), mentioning “**Application EERA Office Manager**” by **November 18, 2024 EOB**.

The motivation letter (1 page maximum) should highlight your reasons for applying and your credentials for the position. **At least one contact for professional recommendations should be included in the CV.**

The selection of the candidate will be based upon the merit principle.

The selection of the candidate will be made on a **rolling basis**.