



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 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*”.

The EERA aisbl office is located in a central district of Brussels and its team is composed by 12 full-time members from 7 different nationalities. EERA is looking for an **Office Manager** to support the administration of the EERA Secretariat. She/he will assist the EERA Secretary General and Operations Director and will be responsible for the administration of the office.

Key Responsibilities

- Support the Secretary General in the organization of his activities (management of agendas, meetings, travels and other arrangements;
- Support the Operations Director in the organization of 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 the periodic invoicing of the member organizations;
- Proceed to payments and invoices and manage the association accounts with the support of the external accountant;
- Assemble and prepare information for accountant and for 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; welcome and direct visitors, promote good public relations;
- Manage office logistics and service suppliers (renting, cleaning, catering, procurements, etc.) and maintain proper stock levels;
- Coordinate appointments, travel arrangements, online and on-site meetings and manage staff calendars and schedules;
- Organization of meetings, workshops, General Assemblies of the association, as well as external events such as conferences, etc.

Skills & Experience

General requirement

- Hold a University degree or equivalent;
- At least 7 years of work experience related to office management, preferably in an international / multi-cultural environment;
- Applicants must be legally entitled to work in the EU;
- Excellent command of English and French, 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;
- Basic understanding of European Institutions is an asset.

Personal and interpersonal skills

- Empathy and willingness to work in a highly interactive and international team;
- Ability to prioritize workload and meet deadlines;
- Highly reliable and adhering to 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, multi-tasker and quick learner;
- Sense of humor.

Terms of the contract

- The opening is for a full-time position (38 hours/week).
- Starting date March 2021.
- Work Location is Rue de Namur 72, 1000 Brussels.

Application

Please send your CV and motivation letter (in pdf format) to Mr. Ivan Matejak (i.matejak@eera-set.eu), mentioning “**[Applicant Name] - Application EERA Office Manager**” before **8 February 2021**.

The motivation letter (1 page maximum) should highlight your reasons for applying and your credentials for the position.

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