



Job title: Office Management Assistant (part time)

Start date: 15 May 2023 or earliest thereafter

Duration: 12 months (extension intended)

Location: Brussels, Belgium

Deadline for application: 15 April 2023

ICLEI European Secretariat

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ICLEI – Local Governments for Sustainability is a global and European network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. It has 17 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability.

This part-time position of Office Management Assistant is at the ICLEI office in Brussels, Belgium (Rue du Luxembourg, 19).

To ensure a good working environment, the Assistant will be the central contact for all administrative requests and processes, in close coordination with the Brussels office management and assigned staff, as well as with relevant departments at the ICLEI European Secretariat in Freiburg, Germany.

Tasks and responsibilities:

- Support a good working environment by ensuring the well-functioning of the ICLEI Brussels Office in terms of administration, in close coordination with the line-manager and assigned staff, and in close liaison with the relevant ICLEI Europe Secretariat in Freiburg, Germany, in particular the Administration and Finance departments;
- Manage the timely collection, track-keeping (and sending to the ICLEI Europe Secretariat) of all office relevant documents (invoices, receipts, timecards) and keep the ICLEI Brussels Office information & databases up to date;
- Be responsible for the central brussels-office email account and ensure timely response and/or delegation;
- Monitor and address needs for office equipment and handle the management of office supply;
- Support the onboarding and introduction of new colleagues and assist in the management of traineeship application processes and relative documentation;
- Support Brussels-based and external ICLEI colleagues with the organisation of in-house meetings as well as external events in Brussels or nearby (logistics, coffee breaks, catering, etc.);
- Monitor changes in Belgian legislation (e.g. salary indexation, ecocheques, workers' protection, etc.), provide relevant updates and liaise with the ICLEI European Secretariat to implement necessary changes and requests by Belgian authorities;
- Other minor tasks that ensure the well-functioning of the Brussels Office may occur in assistance of the office management.



Skills and qualifications:

Essential:

- Education: Office administration and management (alternatively: economics, accounting or similar) or equivalent work experience that covers the tasks outlined above;
- Organisational skills: mail correspondence, accounting, proactive working style, ability to work self-organised within a complex working environment; cooperative and reliable;
- Ability to manage priorities, to deliver a wide range of tasks and to work in a fast-paced environment and be adaptive;
- Strong human skills: friendly liaison with colleagues, providers and external partners; open and communicative approach to working with our friendly, young and international team from different cultural background and work experiences;
- Languages: Fluent in English and French (orally and in written);
- Computing: Proficiency in MS Office (Word, Excel, Access, PowerPoint).

Desirable:

- Fluency in Flemish;
- Understanding of German is an asset;
- Previous experience in a similar position;
- Familiarity with digital management systems;
- Interest in sustainability issues;
- Knowledge on Belgian (labour) tax system is an asset.

Conditions:

- Contract 1 year (12 months), extension intended;
- Salary indicative for 50% 21.000 to 22.200 €;
- Place of work: ICLEI Brussels office, Brussels, Belgium;
- Workings hours: max 20 h/week, – 6 weeks of paid leave per annum;
- Working language: English and French;
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid Belgian or EU work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 15 April 2023

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Please note that we review applications continuously upon receipt and early submissions are encouraged. For more information about ICLEI visit: www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely based on their qualifications and competencies.

