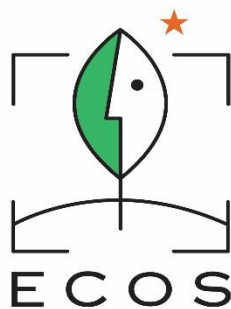


EUROPEAN ENVIRONMENTAL
CITIZENS ORGANISATION
FOR STANDARDISATION



ORGANISATION EUROPÉENNE
ENVIRONNEMENTALE CITOYENNE
POUR LA NORMALISATION

OFFICE MANAGER

ECOS – Brussels, Belgium

ECOS is a non-profit organisation which promotes and defends the environmental interests in standardisation and in European product policies of technical nature. ECOS' work aims to combat climate change, foster energy and resource efficiency, and protect environmental health. ECOS represents 42 member organisations, including pan-European organisations such as the EEB, FoEE, and WWF-EPO.

We are looking for a highly motivated and qualified candidate to provide general and administrative support to the ECOS team and in particular, the Director. This is a half-time (50%) position starting as soon as possible.

Main tasks will include to:

- Prepare and manage correspondence, invoices, reports and documents, etc;
- Organise and coordinate meetings, events, travel arrangements, etc;
- Take, type and distribute minutes of meetings, such as staff meetings and governance bodies meetings;
- Ensure a smooth operating environment through the implementation and maintenance of office systems, including office space, supplies & equipment, and interpersonal relationships;
- Maintain schedules and calendars;
- Arrange and confirm appointments, handle incoming mail and other material;
- Establish and maintain filing systems, archives, databases and mailing lists;
- Develop and continuously improve work procedures;
- Communicate verbally and in writing to answer inquiries and provide information;
- Liaise with internal and external contacts, including experts and goods and service providers.

Required qualifications & skills:

- Bachelor degree in Business Administration ('Secrétariat de Direction'), or equivalent training or qualification;
- Proficiency in speaking and writing English and French; Dutch or other EU languages will be an asset;
- At least 2 years of relevant professional experience;
- Knowledge and experience of Microsoft Office and relevant software applications (e.g. database management);
- Knowledge of business principles, administrative and clerical procedures;
- Proven experience in production and management of correspondence, documents, information and communication;

- Eager to work in an international environment with excellent interpersonal and organisational skills, dynamic, proactive, flexible and able to work under pressure with a very professional attitude and presentation.

Competences:

- Verbal and written communication skills;
- Attention to detail;
- Planning and organising;
- Time management;
- Reliability;
- Interpersonal skills;
- Initiative;
- Confidentiality, tact and diplomacy.

How to apply:

Interested applicants should send a CV and a motivation letter by no later than 12 September 2016 to: info@ecostandard.org, mentioning in the subject line “Application to Office Manager: First & Last names”. Incomplete applications will not be retained.

The first round of interviews will take place in September. Please note that ECOS will not be able to reimburse expenses for interviews. We regret that only short-listed candidates will be contacted.