



# Administrative Officer

Application deadline: 22 January 2022

23 December 2021

We are looking for a highly motivated Administrative Officer to join our Operations team, and support the smooth running of the organisation. Reporting to the Operations Director, the Administrative Officer will support and manage multiple initiatives relating to HR, administration, office management, grants and finances.

**About ECOS:** ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team of 24 staff supported by a network of over 50 technical experts and more than 50-member organisations.

## Your main tasks will be to:

- Ensure the good functioning of the office and maintain a healthy and enjoyable work environment
- Establish and maintain filing systems, archives, databases and mailing lists
- Support the production of correspondence, invoices, publications and reports
- Support the organisation of meetings, events, and travels
- Help with the compliance of finance policies and procedures
- Handle payments and process invoices, in close relation with Finance & Grants Senior Manager
- Support audits, monthly closings, financial reporting, perform bank reconciliations.

## Skills and experience required:

- Minimum post-secondary education (business administration, office management, accountancy, or other related studies)
- First experience in a similar support role position within a fast-moving international environment.
- Good understanding of accounting and financial reporting principles and practices.
- High proficiency in use of software systems: Microsoft Office, particularly Excel. Accountancy systems (e.g. *Winbooks*) desirable.
- Professional fluency in oral and written English (French or Dutch is desirable).
- Highly organised, process driven and with an eye for details.
- Comfortable using own initiative and taking ownership of processes
- High levels of integrity and trustworthiness

- Able to handle confidential information
- A good understanding of the non-profit sector will be considered an asset

## What we offer:

- An open-ended Belgian contract with a competitive salary package €2.700 - €3.799 according to the ECOS salary scale and depending on skills and relevant experience of the candidate
- A benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, public transport, eco-cheques etc.)
- A flexible, dynamic, and very pleasant international working environment
- Being part of a dedicated team whose common goal it is to protect the environment
- A commitment to an inclusive and empowering approach to addressing our environmental challenges

## How to apply:

Applicants should send a CV and cover letter by no later than 22 January 2022 to: [info@ecostandard.org](mailto:info@ecostandard.org), with the subject line “**Administrative Officer: your name**”. The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.

*ECOS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At ECOS we believe diversity is what makes our work richer and our team stronger. Your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation are NOT important to us, we value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.*