



Operations Manager

Application deadline: 22/10/2023

September 2023

We are looking for a dynamic and highly motivated Operations Manager, ready to roll up their sleeves and contribute to ECOS continued success and impact. They will make proper use of systems, as well as general office procedures.

You will contribute to the work of ECOS operations, including office management, operational management, and human resources administration. You will work closely with the Operations department units, reporting to the Operations Director, and work to build and maintain a healthy and pleasant work environment.

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 +40 staff supported by a network of over 50 technical experts and more than 50 member organisations.

Your main tasks will be:

Office management

- Ensure office runs smoothly by maintaining ECOS space, organising procedures, handling correspondence, managing file systems
- Oversee day-to-day office activities as the main contact point for ECOS staff and service providers
- Oversee and maintain office equipment, identify needs and acquire supplies (office and IT equipment included) and maintain asset logs, in compliance with ECOS procurement policy.
- Coordinate with the external IT service provider on IT equipment and issues
- Manage all aspects of space/infrastructure planning (e.g.: moves, additions, changes to workstations) and provide answers, resources, and solutions

Operational Management

- Manage databases and filing systems, e.g. contracts with experts, suppliers, etc.
- Contribute to ECOS compliance with Belgian and EU financial legislation and requirements.
- Manage event arrangements and logistics (venue, catering, participant reimbursement) for internal and external meetings and events.
- Handle travel and booking, in accordance with ECOS travel policy.
- Manage subgrantee and service/expert contracts.
- Managing E-signature system and process.

Human Resources

- Contribute to HR processes such as interviewing, hiring, onboarding and induction of new employees.
- Contribute to HR in payroll preparation and other HR administrative tasks.

Skills and experience required:

- University degree in business administration, finance, economics, or other related studies
- Organisational skills, with an eye for detail and ability to multitask
- Good communication and relationship building skills
- Reliability and discretion
- Comfortable using own initiative and taking ownership of processes and procedures
- Problem solving skills
- High proficiency in use of Microsoft Office, especially Excel
- Professional fluency in English (French is a plus)

What we offer:

- An open-ended Belgian contract with a competitive salary package. The pay range for this position is between €3,590 - €4,600 (monthly gross) according to ECOS pay scale. Actual salary will be determined depending on skills and relevant experience of the candidate.
- An attractive benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, teleworking allowance, public transport, eco-cheques etc.), additional holidays and a focus on employee wellbeing
- 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
- We welcome applications from all over the world and can submit work permit requests.

How to apply:

Applicants should send a CV and cover letter in English by no later than 22 October 2023 to: careers@ecostandard.org, with the subject line "Operations Manager: 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, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.