GREEN EUROPEAN FOUNDATION

## The Green European Foundation is currently seeking a full-time Administrative Officer

The Green European Foundation (GEF) is a Brussels-based European level political foundation funded by the European Parliament and affiliated to the European Green Party and Green Group in the European Parliament. Our mission is to encourage European citizens to participate in European political discussions. As a forum for cooperation at European level, we work closely with our national member foundations and thereby aim to strenghten the Green network in Europe. Our annual work programme focuses on three main areas of work: study & debate, capacity-building and networking.

The **Administrative Officer** is responsible for the smooth running of GEF office on a daily basis, for the organisation of its main meetings and events, and for processing the financial documents in preparation for GEF accountant. He/She also supports the team in various tasks related to the implementation of all projects, including the Green European Journal. The Administrative Officer works under the direct supervision of the Director, but is expected to collaborate with all the other staff members in a flexible way. For projects-related tasks, he/she refers directly to the Programme Manager and the Editor-in-chief respectively.

### Main responsibilities (with indicative repartition of tasks – 38h/week basis):

1) **Office management** (8h)

*Responsibility for the smooth running of the GEF office and its day-to-day operations*

- Answering and dispatching enquiries received on GEF general channels (phone, email info@gef.eu, paper correspondence)
- Ordering and managing office supplies, liaising with regular service providers and suppliers (e.g. tenants, cleaning company, IT support, etc.)
- Preparing room for meetings and welcoming guests
- Organisation and archiving online and paper files related to the general administration of the office
- Keeping the internal database up-to-date, as well as the GEF website

2) **Events and meetings organisation** (8h)

*Responsibility for the organisation and running of the internal meetings and the presence of GEF at important external events (e.g. EGP Councils, projects closing conferences, etc.)*

- Setting up practical arrangements (meeting room, catering, hotel booking, etc.)
- Invitation to and follow-up with the participants
- Preparation of the practical aspects of the meeting (files, badges, room setting, etc.) and responsibility for their smooth execution during the meeting

3) **Financial administration** (12h)

*Responsibility for the timely processing of the financial documents in preparation for our accounting services*

- Checking and encoding all financial documents (incoming and outgoing invoices, reimbursements forms, project reports) and preparing corresponding payments
- Preparation of required documents for the accountant, verification of general ledger and solving issues
- Support in the preparation of the audit and report to the EP process, and for other financial and legal tasks

4) **Projects support** (10h)

*Support to the Projects and the Green European Journal cells for various tasks, including:*

- Sending publications and communicating with project partners
- Scheduling meetings, supporting events organisation, booking travels and other arrangements
- Drafting contracts and documents, proofreading, formatting and filing
- Supporting the implementation of projects on an *ad hoc* basis

## Qualities and experience sought

- ✓ Relevant experience in a support function, e.g. secretariat, administration, events organisation, etc.
- ✓ Fluent in English (written and oral skills). All other European language skills are an asset, in particular French or Dutch
- ✓ Attention to details and willingness to work with numbers. Notions of accountancy are an asset.
- ✓ Solid computer literacy with standard office software
- ✓ Service-oriented mindset, versatility and willingness to learn
- ✓ Resistance to stress and strong capacity to adapt to changing needs and priorities
- ✓ Experience and judgment working both collaboratively and independently, in a international environment
- ✓ Reliability and proactivity
- ✓ Familiarity with the EU institutions and procedures
- ✓ Interest for current Green issues and debates, and commitment to GEF's mission
- ✓ Availability to travel occasionally and work outside regular office hours

## The Green European Foundation offers:

- A full-time (38h) position until the end of 2019
- A competitive salary based on experience (2000-2400 EUR gross monthly, subject to Belgian tax and social security systems)
- Meal vouchers, eco vouchers and full public transport reimbursement
- An open, positive and engaging working atmosphere in an international environment

**Ideal starting date:** 1st of February 2018

**Office location:** Brussels, Belgium

## How to apply:

- Interested candidates are requested to submit their application by attachment to an e-mail to applications@gef.eu until 7 January 2018, midnight CET, attention of Aurélie Maréchal, Director of GEF.
- The application must include a CV and a cover letter outlining the motivation for this position at GEF, both comprised in a single pdf document which includes the first and last name of the candidate as document name.
- The interviews for the position will take place in Brussels in the week of 15 January 2018. In case of questions, please do not hesitate to send an e-mail to applications@gef.eu.

*GEF strives to be an equal opportunities employer. We are committed to equality of opportunity and to non-discrimination for all applicants. We value diversity regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.*