

## Administration Assistant (Part-Time, 50%)

### Brussels

### Job description

#### Job purpose

Pesticide Action Network (PAN) Europe is a Brussels-based environment and health NGO with a diverse, multidisciplinary and multilingual team.

Our organisation has been growing rapidly and we therefore need to ensure that our team is well supported. To that end, we are now looking for an Administration Assistant to provide their support to our Administration and Membership Manager.

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our organisation's general administrative activities.

While in this role, you will also contribute to our effort to improve our internal processes and help us, among other things, to have a smooth relationship with external partners.

#### Main tasks

- Assist with the organising our finances (eg. coding expenses, following up paypal payments, processing invoices etc);
- Liaise with PAN Europe's external accountants and/or auditors when necessary;
- Assist the team with the preparation of financial reports for EU funded projects;
- Assist the line manager in the logistical organisation of local and/or international events (eg team retreats, Annual General Meeting, board meetings etc);
- Assist with travel arrangements when and if required;
- Support the team with finance and/or administrative requests as required (eg. Expenses Claims, Transparency Register application for access to the European Parliament);
- Create documents, follow up timely completion (eg. monthly timesheets) and maintain an appropriate filing system;
- Reply to individual and organisation membership requests;
- Issue membership invoices and follow-up payments, as and if necessary
- Cover for line manager's absence to respond to urgent finance/administration/membership related questions;
- Plan meetings and take minutes;
- Maintain office equipment as needed;
- Order office supplies and research new suppliers;
- Contribute to improve the organisation and maintenance of relevant electronic files and suggest changes as and if necessary, aligned to PAN Europe's standards.

## Location

This position is based in Brussels, Belgium. We allow a combination of home and office work (hybrid).

## Person Specification

### Education and training

- A bachelor's degree (essential);
- A Master's degree (desirable).

### Experience & knowledge

- A first experience in an office administration in Belgium (essential), with an NGO focus (desirable).

### Key competences

- Fluent in **English**, which is PAN Europe's working language (essential);
- Good verbal and writing skills in **French** (essential);
- Knowledge of office management systems and procedures;
- Very good organisational and time-management skills, ability to prioritise work;
- Meticulous with particular attention to detail;
- Very good IT skills (essential); frequent user of the Google platform, Excel and PowerPoint (desirable);
- Positive and proactive attitude;
- Commitment to working for the protection of health and the environment.

### Employment details

- Initially, a fixed-term contract with the possibility of a permanent contract after six months;
- Part-time work schedule (19 hours/week); possibility to increase the working hours after the six-month period;
- Starting date in March 2024 or as soon as possible after that;
- The salary to be paid will be in line with the successful candidate's qualifications and/or experience and comparable to that offered by other Brussels-based NGOs.

### What this job opportunity will offer you

- You will enjoy our flexible working hours, teleworking, extra benefits (eg. lunch vouchers, extra annual leave on top of the Belgian leave entitlement et al.).
- You will work in a pleasant and open environment, with an experienced, multilingual and multicultural team.
- You will learn about finance reporting to European funders and EU institutions.

### How to Apply

Please use as subject of your email **the Job Title and your full name** (eg. “Administration Assistant - John Smith”) and send your CV and Cover Letter (in English) to [jobs@pan-europe.info](mailto:jobs@pan-europe.info) explaining how you meet all the essential requirements. The deadline is **Wednesday, 6 March 2024**. Due to the low admin capacity, we regret that only candidates invited to an interview will receive a reply.

Please note: Any applications sent to other email accounts will not be considered.

**PAN Europe values diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from different backgrounds, ethnic origins and gender.**