

OFFICE MANAGER, BRUSSELS

European Friends of Armenia (EuFoA, www.eufoa.org) is a young and growing NGO which seeks to build bridges between Europe and Armenia. We are now seeking to recruit an **Office Manager** to organise and coordinate administration duties and office procedures.

Your key responsibilities will be:

- Management of human resources and legal affairs of the organisation;
- Coordination and management of administrative tasks of all kinds such as coordination of external services (accounting, social security, IT, cleaning service) and accounting;
- Office supply management;
- Preparation of correspondence in English and French with institutions in Europe and Armenia;
- Organization and assistance of the Annual General Assembly;
- Collaboration with various bodies, such as international institutions or public and private bodies and the EuFoA team for the realization of projects;
- Participation and coordination of activities offered to the general public such as events, conferences and travels, as well as reporting on Armenia;
- Managing agenda and contacts, organisation of business trips (booking of tickets and hotels in Armenia and Europe) for the team
- Coordinating meetings and assist the team in organising events and trips
- Providing general administrative and accounting support
- Managing our network, especially maintaining contacts and organising our regular services for them

You will be required to have the following skills and qualities:

- Excellent organisational skills and ideas of how to optimise our work-flow
- Excellent interpersonal skills with a good sense of humour and positive thinking
- Language skills:
 - o fluent in English and French
 - o knowledge of German, Armenian or Russian will be considered an asset
- Good oral and written communication skills
- Highly motivated, energetic and reliable
- At least 2 years of assistance experience. MEP's assistance experience is an asset
- Solid MS Office knowledge, especially Outlook and Word, but also Excel and Powerpoint
- Basic know-how of how the EU works, especially its foreign policy
- Knowledge about Eastern Europe and the Caucasus is an asset but not required – the motivation and ability to learn quickly about this highly interesting region and its political context are required
- A completed degree in a relevant field
- Applicants from countries requiring work permits (Armenia, Russia, etc) have equal opportunities if they already hold a valid work permit for Belgium

We are offering:

- A very good working environment in a small, young, efficient and international team
- Full time position and fair terms under Belgian law
- Competitive salary
- Long term perspective

Please send your application consisting of a CV (2 pages maximum) and a motivation letter in English to email address info@eufoa.org. Please include the name of the position in the subject of your email.

Application deadline: May 31, 2019

Job start date: ASAP