



Job Announcement: Administrator

Job Profile

EuroGOOS is a pan-European ocean observing network operating within the context of the Global Ocean Observing System of the Intergovernmental Oceanographic Commission of UNESCO (IOC GOOS).

EuroGOOS is registered as an international non-profit association under Belgian law (EuroGOOS AISBL).

Website: <http://eurogoos.eu>

The EuroGOOS Office seeks an Administrator whose mission is to deliver financial and administrative tasks in support of the EuroGOOS team. The job is based in central Brussels at the EuroGOOS Office hosted by the Belgian Science Policy Office, BELSPO.

Position responsibilities

- Undertake general administrative and clerical duties such as answering phone enquiries, managing calendars, document records and filing, conducting mailings, managing supply stock and dealing with suppliers;
- Support financial administration such as general book-keeping, monitoring of project expenditure and delivery of financial reports, reimbursements of participants, processing team members' expense claims;
- Support meeting and travel arrangements for the team members;
- Assist with registration and administration for EuroGOOS events, collect and format documentation, provide customer service and administrative support;
- Take meeting notes as required and prepare draft reports;
- Provide ad-hoc communications assistance including shipment of materials, preparation of mailing lists, assisting with website administration, and recording dissemination.

Required competencies

- Office management experience or knowledge of office procedures and travel management;
- Experience in the administration of budgets, processing of invoices and related financial administration tasks; experience with financial reporting on European Commission projects will be an advantage;
- High standard of spoken and written English; a working knowledge of spoken and written French or Dutch will be an advantage;
- Very good knowledge of MS Office including Excel, Outlook, Word, and PowerPoint;
- Experience with online search for event venues, hotels, practical information and suppliers locally and abroad.

Interpersonal competencies

- Interest in administration and proven organisational skills;
- Task-orientated, responsible, autonomous, and continuous improvement-minded;
- Quality and detail-oriented;
- Transparency in working and a team-orientated work ethic;

- Ability to multi-task and assist several members of the team at the same time and on several subjects;
- Ability to deliver on allocated tasks and respond in a timely manner to deadlines.

Employment conditions and salary

EuroGOOS offers to the successful candidate a 3.5-year fixed contract and the opportunity to work in an international and multicultural environment with a high degree of professionalism. Place of work is the EuroGOOS office in central Brussels.

Employment will be according to the Belgian law. Additional employment package will include a private hospital insurance and luncheon vouchers. EuroGOOS offers a competitive salary based on experience and qualifications of the successful candidate.

Application procedure

If you would like to apply for this position, please send your CV and a letter of motivation in English explaining why you are interested and why you are suitable for this role to:

Dr. Glenn Nolan
Secretary General, EuroGOOS
glenn.nolan@eurogoos.eu

Deadline for applications: 30 October 2016

Job starting date: 1 January 2017