

OFFICE MANAGER

Finance Watch, a non-profit NGO dedicated to making finance serve society, is looking for a multi-lingual office manager to support its secretariat in Brussels.

Job description:

- Manage the Secretary General's emails and diary, including appointments and contacts.
- Prepare general meetings and board meetings, in coordination with the Secretary General and Head of Operations. Ensure follow-up of those meetings.
- Support the team with day-to-day assistance in general administration, finances, travel arrangements, management of office premises and IT.
- Manage incoming calls and email enquiries.
- Help with document production and website updates, including informal translations.
- Play a central role organising Finance Watch conferences, workshops, fund-raising and other events.

Profile / main qualifications:

- Be convinced of Finance Watch's mission.
- Strong organisational, coordination and communication skills.
- Relevant experience in similar functions, preferably with a Belgian association or an international NGO. Experience of a large AISBL would be a plus.
- Experience in event organisation.
- Fluent French and English; German and Dutch would also be a bonus.
- Be a results oriented and self-motivated individual.
- Be a team player.

Remuneration:

- Dependent on seniority and work experience.
- Additional benefits: health insurance and pension.

Equal employment opportunity:

Finance Watch is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicant's merits and abilities.

Application guidelines:

Interested candidates are invited to email a letter of motivation and CV by the closing date to: contact@finance-watch.org
Please quote "Application for Office manager position" in the title of your e-mail.
Deadline for applications: February 10th, 2012.
We regret that we will not be able to acknowledge receipt of the applications.



As we expect to receive a large number of applications, we will not be able to respond to applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within three weeks of the closing date, please assume that you have not been shortlisted.

We look forward to receiving your application.