

JOB OPPORTUNITY



EU
Office

Job title: Office Manager

Job status: Full time (38 hours/week) - As of 1 January 2018

Job summary:

The EOC EU Office is the representation of the European Olympic Committees (EOC) and other major sport organisations at national, international and European levels. It represents the interests of the Olympic and Sports Movement, which is based on thousands of non-profit sport clubs all over Europe. In doing so, it fights for the best conditions possible for both grassroots and professional sport. Together with its partner organisations, it gives sport a voice in Europe by engaging in a dialogue with the European institutions to establish a framework that allows the organised sport to achieve its goals in the challenging times of today and tomorrow.

The EOC EU Office is looking for an Office Manager to strengthen its team in Brussels.

Duties and Responsibilities:

- Efficient organisation of the office;
- Assistance to the Director of the EOC EU Office;
- Administrative support to the EOC EU Office staff members;
- Travel management for the EOC EU Office staff members;
- Processing of payments, transactions and salaries;
- Accountancy and budgeting;
- Organisation of meetings and seminars;
- Communication with partner organisations and externals;
- Management of the EOC EU Office website and extranet for partners.

Required Skills and Experience:

- Professional education with secretarial background;
- Prior job experience as an office manager or secretary would be an asset;
- Excellent language skills in English, both written and oral. German and French are a plus;
- Knowledge of organisational structures in sport would be an asset;
- Excellent communication skills, both written and oral;
- Proficient computer skills;
- Excellent and proven organisational skills;
- Knowledge or willingness to gain insight in Belgian remuneration system;
- Ability to work in an international environment, both independently and within a team setting.

How to apply:

If you are interested in this position, please send your application in English by email to Mr. Folker Hellmund (hellmund@euoffice.euolympic.org) by **Tuesday 21 November 2017**.

Please include your CV and a cover letter in your application.

Director Folker Hellmund

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