

OPEN POSITION



Administrative assistant

Safe Food Advocacy Europe - SAFE is a non-profit independent organization based in Brussels, which strives to ensure that consumers' health and concerns stay at the core of EU food legislation.

SAFE strengthens the voice of European consumers in civil society and contributes to the reinforcement of participatory democracy in Europe.

Please, visit our website: www.safefoodadvocacy.eu

We are opening a 'administrative assistant' position to support SAFE's activities, starting in September 2022.

PROFILE & REQUIREMENTS

- Bachelor's degree in public administration, Accountancy, Human Resources, Administration, or any relevant experience in these fields;
- **At least 3 y.- experience** as in a secretary position, administrative assistant, or any related position;
- Knowledge of accounting standards in Belgium;
- Knowledge of payroll practices in HR;
- Sharp organisational skills and high-level of accuracy;
- Excellent analytical/numerical skills and can-do attitude;
- Solid IT competences (especially MS Excel, Word, office 365 and Google Docs);
- Ability to handle deadlines;
- Legal eligibility to work in the EU is a must;
- Be an independent, proactive, problem solver and team player person;
- Excellent knowledge of English and French (both C1/C2 level) with strong communication skills (spoken and written).

MAIN FUNCTIONS AND RESPONSIBILITIES

- Draft and write official documents (General Assembly minutes, Executive Board meeting minutes, etc.);
- Administrative support to office management;
- Contact with member organizations;
- Support of the logistical management of SAFE's networks of members (preparing outgoing invoices and coordinating membership fees invoices);
- Classification, organization and archival of administrative documents (accounting, insurance, etc.);
- Participation in periodic financial control and reporting in EU-funded projects;
- Supporting role in coordination with the social secretariat (payroll, HR support, etc.);
- Assisting in other operational tasks when necessary

WHAT WE OFFER

- You will be part of a small but dynamic and international team;
- You can play a key role in a growing organization located in the centre of Brussels and help bolster its reputation in the context of EU Institutions and Trade Associations;

SAFE – Safe Food Advocacy Europe A.S.B.L.

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www.safefoodadvocacy.eu

- A permanent contract (CDI), with meal vouchers, coverage of travel costs, health insurance.

Qualified candidates should send a CV and a cover letter to Floriana Cimmarusti (jobs@safefoodadvocacy.eu) before 12 July 2022.

Starting date: September 2022 (depending on availabilities, negotiable).

Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.