

Administrative Assistant

The European Food Information Council (EUFIC) is looking for a responsible Administrative Assistant to support our Operations Team.

Start date: January

Deadline: Saturday 31st December

Contract duration: 1 year (with a possible extension)

About us

EUFIC – the European Food Information Council – is a non-profit organisation that communicates food and health science to the public. We are a lively, multi-disciplinary, and multicultural team of just over 20 colleagues, based in the heart of Brussels.

At EUFIC, we are a passionate science-communication group of experts who believe in the power of knowledge, and in a world where people live healthier and more sustainable lives because they know how to. To help build it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

In 2021, 51% of our funding came from public sources (e.g., European Commission), 42% from our membership, and 7% from commissioned research.

About the job

An organised team is a team that works well! That's why we want you to be part of our team!

The Operations Team at EUFIC is responsible for ensuring the daily efficiency of the organisation.

As part of the Operations Team, you will be entrusted with the management of the following activities:

Office

- Manage office supplies and maintain stock levels
- Handle general office tasks
- Collect and distribute mail, monitor general email box

Meetings

- Manage agendas, schedule/cancel appointments and meetings
- Assist with travel arrangements, make reservations, and process reimbursements
- Support with the organisation of meetings, special events, conferences, team building

Administration

- Maintain and update mailing/contact lists;
- Establish and maintain office files
- Perform routine data entries
- Handle general administration tasks
- Support the team and the Director General when necessary

About you

- You have a previous working experience in a similar role or equivalent education
- You are organised, capable of managing several tasks at once and can work with short deadlines
- You have a very good knowledge of MS Excel
- You are a proactive and dynamic team player, able to adapt to changing priorities

- You speak English fluently (knowledge of French would be nice to have)
- You are proud to join a young and international team that contributes to make the world a better place!

Job conditions

- Multicultural workplace in the heart of Brussels
- Full time – 38h/week
- Possibility of teleworking
- Attractive salary package including a wide range of benefits
- A space to put your expertise into practice and develop yourself

Application

Email your CV, with either a PDF portfolio, or a link to an online one, and a succinct letter of motivation in English, to jobs@eufic.org before **Saturday 31st December** stating “Administration Assistant” in the subject line.

Candidates need to be in the possession of a work permit for Belgium if applicable. Only shortlisted candidates will be contacted. Interviews will take place in Brussels or via Skype/Teams in the first instance.

For more information on the European Food Information Council, please visit our website: www.eufic.org