

## Internship – Office and Admin Assistant

The European Food Information Council (EUFIC) is looking for a long-term (at least 6 months) student who wishes to support our Operations Team.

**Start date:** 1 February 2024 (or earlier if possible)

### 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.

### 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 support 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 Operations team with ad hoc communications

### About you

You are currently enrolled in a university course

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 making the world a better place!

#### Job conditions

Multicultural workplace in the heart of Brussels

Full time – 38 hours/week

Possibility of teleworking

450€ monthly

A space to put your expertise into practice and develop yourself

#### Application

Email your CV and a succinct letter of motivation in English at [jobs@eufic.org](mailto:jobs@eufic.org)

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](http://www.eufic.org)