

EuSalt (www.eusalt.com) is looking for a full-time Office Manager

Requirements: *Candidates should have at least 5 years experience in managing a small office environment (covering personnel, office administration, some accounting). Candidates must have excellent time-management skills, be quick learners, detail oriented, understand technology, be a self-starter, results-driven and a team player. Language abilities: Working level English, with excellent French or Dutch. Knowledge of German is an asset.*

Responsibilities:

Office Administration

Switchboard, front door, welcome of visitors; post office (stamps, registered mail) and courier. Managing all supplier relationships. Maintain personnel and association insurance policies. Maintenance of archives. Maintain office contact database. Manage meeting room (planning, ordering supplies, organisation).

Server / Website

Update and download files on the server and on the member's only section of the website. Liaise with outsourced IT, PR and webmaster.

Personnel & Human Resources

Check attendance sheets for social secretariat for personnel. Order Luncheon vouchers on a quarterly basis. Manage leased car. Maintain all communication with administrator at social secretariat.

Accounting / Invoicing / Legal requirements

Register invoices, write invoices for members and make payments. Update cash book. Prepare accounting for accountant. Manage quarterly reportings. Manage credit card statements. Send annual account to and register official documents with the Greffe du Tribunal de Commerce. Liaise with accountant and Greffe du Tribunal de Commerce.

Secretariat

Traditional secretarial functions (letters, filing, registrations). Maintaining of agenda. Filing support. Subscriptions (magazines, alerts). Travel arrangements. Hotel and meeting rooms' bookings (national and international). Organisation annual plenary meeting abroad for 100 people. Contacts with members, national and international associations, stakeholders, EU and international institutions.

EuSalt offers a challenging and varied position with an attractive salary and fringe benefits.

Interested candidates should send a CV and letter of motivation in English before 18 February 2010 to:

Wouter Lox, MD of EuSalt at wouter.lox@eusalt.com

Please be sure to reference your entry as Office Manager Application. No calls please, we will give you feedback by e-mail. Interviews with shortlisted candidates will take place on 25 and 26 February 2010.