

# OFFICE MANAGER (PART TIME)

## Position

The EuroTech Universities Alliance Brussels Office is currently looking for an experienced and enthusiastic Office Manager.

## Role and responsibilities:

- Ensure day-to-day management of finances & budget including book-keeping.
- Human Resources tasks– administering payroll, leave, contracts, personnel files.
- Ensure compliance to organizational standards, including health & safety standards.
- Data Protection Officer
- Assist Head of Brussels Office and other staff with procurement of necessary materials and equipment.
- Assist in interviewing applicants and confer with senior-level management on hiring process.
- Ensure an effective liaison with the bank, building owner, suppliers, and subtenant, as well as the Belgian authorities.
- Ensure the functional running of central office tasks, e.g. with regard to IT, stationery and meeting room bookings.
- Providing general logistical support for events, workshops & meetings.
- Other office management tasks linked to the above.

## Required profile:

- 3-5 years relevant work experience, including in general administration and accounting.
- Relevant education, training or professional qualifications in office management and finance.
- Excellent command of MS Office, especially Excel and Word (PowerPoint and Access an advantage).
- Fluency in English (both oral and written) and French (Dutch an advantage).
- Excellent organisational skills and an eye for detail.
- Outstanding interpersonal and communication skills, including discretion.
- Problem-solving attitude.
- Flexibility and enthusiasm for working on a variety of tasks.

## What we offer:

- Enjoyable working environment in a diverse and dynamic multinational team.
- Part-time contract of unlimited duration under Belgium law.
- Excellent salary package, which includes a 13th month, luncheon vouchers and reimbursement of public transport.
- Possibility for professional development and training.

## Application process

- Please send your cover letter and CV in electronic format to [tatiana.panteli@eurotech-universities.eu](mailto:tatiana.panteli@eurotech-universities.eu).
- Deadline for application: 16 July 2021 at 12:00 (midday).
- Interviews will take place at EuroTech Universities Alliance Brussels Office premises on the 22 & 23 of July.
- Contact for further information: Tatiana Panteli, Head of Brussels Office, +32 474 168 960, [tatiana.panteli@eurotech-universities.eu](mailto:tatiana.panteli@eurotech-universities.eu) ; [www.eurotech-universities.eu](http://www.eurotech-universities.eu)

## About the EuroTech Universities Alliance

The EuroTech Universities Alliance is a strategic partnership of leading European universities of science & technology committed to excellence in research and jointly developing solutions to the grand challenges of society. The members are: Technical University of Denmark (DTU), Ecole Polytechnique Fédérale de Lausanne (EPFL), the Technion, Ecole Polytechnique (L’X), Eindhoven University of Technology (TU/e), Technical University of Munich (TUM).

The alliance combines the complementary strengths of its partner universities to jointly achieve multi-scale initiatives of high impact to society and to industry in an international context. It engages with all societal actors to raise awareness on the opportunities offered by science and technology.