

MANAGEMENT ASSISTANT (F, M, D)

WAPES

WAPES is an international non-profit association bringing together, on a voluntary basis, 78 Public Employment Services in as many countries. Its administrative headquarters are located in Brussels (Belgium). Reflecting the Association identity, the secretariat team is multicultural and consists of 9 people. The main working languages of the secretariat are French and English, Spanish constituting the third official language of [WAPES](http://wapes.be).

Job description

The WAPES Management Assistant is the first point of contact for WAPES members and international partners. He/she must therefore reflect the image we wish to give to our Association, an image of professionals listening to all our members and partners.

The Management Assistant manages the agenda of the Executive Secretary and assists him/her in all daily tasks. In addition, the Management Assistant is responsible for accounting operations (access to accounts, payment of invoices, follow-up of financial reports, preparation of the file to be submitted (once a month) to the seconded accountant for encoding. This position is relatively complex, as the tasks to be accomplished are varied and important, and require a sense of detail, responsibility and discretion.

The candidate will therefore need to demonstrate good personal organization, common sense and rigor, as well as a willingness to produce quality work. The ability to plan and prioritize tasks, and to communicate both internally and externally, are also essential. As WAPES' activities take place in a global context, and are therefore by vocation multicultural, it is essential that the candidate understands the ways in which our members operate, in order to best meet their expectations.

Knowledge of accounting, written and spoken English and French is essential. Knowledge of Spanish would be an asset.

Main Activities

1. Administrative tasks

- ✓ Day to day assistance to the Executive Secretary
- ✓ Assistance in preparing meetings and taking minutes especially (Management meetings)
- ✓ Drawing up and monitoring work procedures
- ✓ Follow-up of calls for tender
- ✓ Publications in the Belgian Monitor
- ✓ the list is by no means exhaustive.

2. Accounting and finance

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- ✓ Introduce and monitor day-to-day accounting.
 - ✓ Assist and support the Executive Secretary in purchasing materials.
 - ✓ Administration and follow-up of membership fees and WAPES invoices for seconded staff
 - ✓ Banking: accounts, local and international payments: expense accounts, suppliers, subsidies for conferences, seminars, etc.
 - ✓ Support the Treasurer (i.e. calculation, invoicing and dispatch of membership fees, budget monitoring, help in drawing up Treasurer's reports, etc.)
 - ✓ the list is by no means exhaustive.

3. Contacts with members

- ✓ Update member database Inform Secretariat staff of contacts (new members, changes, etc.)
- ✓ Manage membership files

Required profile

➤ Skills and know-how (soft skills)

- Mastery of office automation tools as a support to his/her work (Office 365)
- Strong writing and speaking skills
- Ability to work in a team and network within a multicultural environment
- Ability to lead a network of contacts and partners.
- Autonomy and sense of initiative
- Diplomacy
- Capacity to convey the values, philosophy, and ethics of WAPES
- Perfect English C1. French C1, Spanish is an asset.

➤ Education & Experience

- Diploma in Secretariat, Management, Administration, Communication, or related field
- + 5 years of experience (with references) in administration or secretariat management

Location & Working conditions

- Brussels based job with the possibility of teleworking.
- Frequent travel abroad

• Remuneration and other advantages

- A salary package consisting of a gross monthly salary corresponding to our level 3 or 4 scales, depending on the profile, from €3332 gross to €3803, as well as luncheon vouchers, assistance insurance for travel abroad, 13th month, double holiday allowance and 100% reimbursement of public transport costs.
- Business professional mobile
- Respect for private and professional life
- Beautiful, easily accessible offices (close to Brussels Central Station)

• Position in the hierarchy

The Management Assistant is positioned under the authority and accountability of the Executive Secretary.

- **Term of the contract:**

- Indefinite-term contract, full-time (38h/week), or 4/5 to be negotiated with good work organization,
- flexible working hours
- Starting date: immediately

Interested?

- How to apply: send your motivation letter and CV to jobs@wapes.org
- Deadline for applications: **30 November 2023**