

Seas At Risk is looking for an office manager

Seas At Risk (SAR) is an umbrella organisation of environmental NGOs from across Europe that has for more than 25 years promoted ambitious policies for marine protection at European and international level. We represent 30 member organisations in 15 different EU Member States. We are a diverse team of 9 colleagues who share a passion for the sea. We work on various marine topics such as fisheries, aquaculture, greenhouse gas emissions from shipping, marine litter, maritime spatial planning and marine protected areas. More information at: www.seas-at-risk.org.

Purpose of the job

SAR is seeking a part-time office manager to handle administrative tasks in support of SAR staff.

Main responsibilities

- Act as first point of contact for visitors and phone calls
- Manage incoming and outgoing mail, manage appointments, copying, filing.
- Ensure supply of office material and supplies.
- Organise logistics around SAR meetings and events.
- Keep contact lists up to date (e.g. members, ministers).
- Administrative support with grant applications, audit, sub-grants.
- Any additional administrative tasks as required, e.g. support the sending of briefings and other mailings, applications for accreditations.
- Assistance in the management of human resources and liaison with the social secretariat.
- Assisting SAR staff when needed.

Qualification, experience, knowledge

- Bachelor degree or relevant vocational education
- Proficiency in speaking and writing English, as well as either French or Dutch
- Extra IT knowledge is a plus
- Experience with working in an NGO environment is a plus

Competences

- Good organisational skills
- An eye for detail, accurate and flexible
- Team player and able to work independently as well

What we offer

Seas At Risk offers the opportunity to work in a growing NGO with a stimulating, informal, flexible and multicultural working environment.

The post is based in Brussels, part-time (50%), with contract of indeterminate duration, to start as soon as possible.

We offer a competitive salary, including a 13th month, lunch vouchers, pension scheme and coverage of public transport and train travel in case of commuting within Belgium.

How to apply

Send the following to secretariat@seas-at-risk.org with in the subject line 'office manager + your full name':

- a cover letter explaining your motivation and how you meet the job requirements
- your CV

Deadline for applications: **Sunday 23rd September 2018.**

Interviews will be conducted in the weeks commencing 1st and 8th October.

Only candidates selected for interview will be contacted. Thank you for your understanding.