



EUROPEAN ASSOCIATION FOR
THE EDUCATION OF ADULTS

THE EAEA IS LOOKING FOR AN ADMINISTRATION OFFICER

The European Association for the Education of Adults (EAEA) is the voice of non-formal adult education in Europe. EAEA is a European NGO with 120 member organisations in 43 countries and represents more than 60 million learners Europe-wide.

We are hiring a full-time Administration Officer to join our motivated team in Brussels

As our new team member you will:

- Coordinate financial and bookkeeping operations, including sending and follow-up invoices, payment of invoices, processing staff expenses and monthly credit card statements.
- Take care of various HR processes in cooperation with the Social Secretariat, management of attendance sheets and staff leave for payroll, meal vouchers, insurances and other.
- Be responsible for onboarding of new staff
- Support financial reporting of various European projects
- Arrange and prepare meetings, trainings, events, and team building activities
- Prepare internal and external travel arrangements
- Be responsible for general office management and logistics

Assets and skills required:

- A minimum of 5 years of relevant working experience, preferably in a European environment
- Fluent proficiency in English and either Dutch or French
- Experience in dealing with banks, Social Secretariat, Moniteur Belge
- Great office IT skills (MS Office, Google Drive, Zoom, Teams etc.
- Solid communication skills
- First line problem-solver with good time management and motivation
- Eye for detail and plenty of patience

Our offer:

- Full-time (38h) contract according to Belgian law
- A competitive NGO salary (35.000 - 40.000 euros) based on experience
- A flexible work environment including teleworking
- 25 annual leave days + collective holidays; additionally, the office is closed between Christmas and New Year
- Group insurance
- Meal vouchers
- Commuting allowance
- Brussels-based workplace within a friendly and lively multi-cultural team
- Opportunity to grow and participate in (international) capacity-building activities
- A great deal of personal autonomy

European Association for the Education of Adults (EAEA)

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How to apply:

Please send your CV (two pages maximum in PDF) and motivation letter (one page maximum in PDF) to Gina Ebner (gina.ebner@eaea.org) until 1 February 2023 with the subject Job application Administration Officer [your surname].

The shortlisted candidates will be interviewed during the second week of February.

Only shortlisted candidates will be contacted for an interview. CV and personal data of applicants are not shared with anyone outside EAEA and will be deleted immediately after the recruitment process according to GDPR.