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## **Administrative Assistant**

Ecsite is the European network of science centres and museums and counts 320 members active in science engagement. Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science. Its mission is to inspire and empower science centres, museums and all organisations that engage people with science, and to promote their actions.

Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises an international five-day Annual Conference that welcomes 1,200 professionals in science communication and a Directors Forum that gathers about 100 Senior Managers; offers different services to its members; and is involved in numerous collaborative projects, many of the latter being co-financed by the European Commission.

Our Executive Office is located in Brussels, in the attractive and easily accessible Avenue Louise neighbourhood (Ixelles).

### **Main responsibilities**

The Administrative Assistant is part of the Administration Team at Ecsite. She/he will closely work with the Membership & Sponsorship Manager and the Administration Manager. She/he has the following main areas of responsibilities.

#### **Members**

- Members' management: data encoding of members, update members details
- Support the Membership and Sponsorship Manager in data collection, surveys and organisation of events

#### **Events**

- Providing administrative support to the organisation of events, particularly the Ecsite Conference

#### **Office**

- Handle IT support and manage material and software
- General administrative support (emails, office supplies, office purchases, filing)

### **Place in the organisation**

The Administrative Assistant collaborates with the 10 other Ecsite team members. He/she works closely with the Administration Manager.

### **Requirements**

You are very well organised and detail oriented. You are enthusiastic and you have the following knowledge, skills and competencies:

- Professional education in Administration
- Good language skills (spoken and written) in English and in French
- Excellent IT skills - MS Office skills (Microsoft Outlook, Word, Excel)
- Strong interest in SAP system is a plus

- Can-do attitude and strong motivation
- Good time management and highly organised
- Autonomous and service-oriented with the ability to work in a small, dynamic and multicultural team

You are interested in and you share Ecsite's mission and values and are motivated to work for a science engagement organisation, in a non-profit and international environment.

#### Terms and conditions

Applicants must be able to legally live and work in Brussels.

We offer a CIP (Convention Immersion Professional) for 6 months with an option to renew.

Ecsite is committed to providing an equal opportunity work environment

#### Applications

Please send your application by email, including a motivation letter addressing the specific requirements of the job description, plus curriculum vitae in English to Florence Boivin, Administration & HR Manager info@ecsite.eu with "*Administration Assistant - Name of applicant*" in the subject line.

**Deadline:** 6 June 2022

Interviews should take place in Brussels on a rolling basis

**Preferred start date:** 1<sup>st</sup> September 2022 but this entry date is negotiable

We thank everyone for their application, but only short-listed candidates will be contacted for interviews.