

## ABOUT US

Re-Imagine Europa is the first European incubator for new political ideas to reinforce Europe's role as a global economic power in the 21st Century able to safeguard a prosperous future of peace, freedom and social justice for all its citizens. Founded by President Valéry Giscard d'Estaing, Re-Imagine Europa is a non-partisan organisation that aims to bring together different perspectives and expertise to develop better and new solutions based on evidence.

## OFFICE MANAGER

### JOB DESCRIPTION

Re-Imagine Europa is looking for an Office Manager for our Brussels office. Reporting to the Chief Executive, the role will be responsible for:

- Ensure the smooth, effective and coordinated administration of the Brussels office, including development and maintenance of office policies and procedures related to HR;
- Manage the office's finances and ensure financial diligence;
- Lead on all administrative matters, including the equipment of the office, provision of stationery, etc.;
- Manage contact databases and mailing lists;
- Support the organisation of institutional meetings as well as high-profile public events;
- Liaise with external providers (payroll, accountants, phone/web provider, landlord, etc.);
- Create/coordinate travel arrangements and reimbursements;
- Perform other routine and more complex administrative tasks, including report/presentation generation;
- Provide high-quality executive support in greeting visitors, answering, screening, and handling telephone calls, scheduling and managing appointments/activities, calendar, making travel arrangements, and processing mail.

## DESIRED SKILLS

The person who will be selected must be motivated, organised, proactive, and capable of making decisions independently when necessary. The other skills which are absolutely required for the position are:

- Excellent personal communication skills, perfect command of the written and spoken English and French;
- Excellent organisation skills and the ability to maintain confidentiality;
- Knowledge of, and/or interest in, HR and financial management;
- Knowledge of the Belgian employment and social legislation;
- Ability to take a high level of individual responsibility for seeing tasks through, as well as being an effective team player;
- Excellent organisational skills (e.g. to develop new office systems) with demonstrable ability to work to tight deadlines and prioritise workload in a busy environment;
- Excellent interpersonal skills gained through successful experience of working with people from different backgrounds and at varying levels of seniority;
- Commitment to Re-Imagine Europa's values and principles;
- Positive and constructive attitude.

## WHAT WE OFFER

We offer a permanent, full-time contract under Belgian law, with a competitive salary package. The optimal starting date would be October 1<sup>st</sup>, or as soon as possible thereafter.

The deadline for applications is **September 26th, 2020**. As part of your application, please submit the names of two referees who could be contacted, who are in a good position to comment on the quality of your work. Your application should consist of a CV and a cover letter (max 600 words). The cover letter should set out your interest in the role and how you meet the requirements for the post. Please submit your application to:

Mr Matteo Nicolosi  
[careers@reimagine-europa.eu](mailto:careers@reimagine-europa.eu)