



Vacancy Announcement Office Coordinator

Half-time (50%) open-ended contract

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a highly motivated and dynamic Office Coordinator to join our team in Brussels. S/he will collaborate with the administrative management of CAN Europe and provide a full range of administrative support to the team and the network. Specific responsibilities are outlined in the attached job description.

Required qualifications:

- Relevant education, training or experience;
- Minimum 3 years of experience in office management or administration;
- Experience in event management;
- Excellent spoken and written English, fluency in French or Dutch;
- Organisational, interpersonal skills, flexibility, and reliability;
- Excellent problem-solving and communication skills;
- Values working within an international team and network across different cultures;
- Management of multiple tasks.

Preferred/desirable qualifications:

- Knowledge and/or experience with Belgian employment legislation is considered an asset;
- Relevant professional or voluntary experience within NGOs or in an international network;
- Computer skills;
- Interest in IT, ability to provide support to colleagues.

This position is based within the CAN Europe secretariat, which houses our team of 23 staff members, in Mundo-B, the sustainable NGO office space near the St. Boniface neighbourhood of Brussels. This half-time position is based on a Belgian open-ended contract.

Extra benefits include lunch vouchers, reimbursement of local transport costs, phone costs, eco and sport vouchers.

To apply, please send a letter of motivation and CV to jobs@caneurope.org.

****The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant for the job requirements detailed above****

Closing date for applications: **noon on 23rd November 2018**

Interviews preferably the week of 26th November 2018

Expected start date: As soon as possible thereafter

Contact

Phone inquiries to Cinda Ayachi, HR and Office Coordinator, +32 2 894 46 70 or cinda@caneurope.org

CAN Europe Job Description

Position/Title	Office Coordinator
Goal of Position	Responsible for provision of essential services and office infrastructure necessary for CAN Europe's operations and event logistics.
Main functions & responsibilities	<p>Office management</p> <ul style="list-style-type: none"> · Ensure that the general operations of the organisation are carried out in accordance with relevant laws and regulations · Make necessary arrangements to ensure an effective and healthy working environment for the team · Provide secretariat services to the organisation and team as required, e.g. with regard to general written or phone enquiries · Organise purchases as required by office activities, ranging from stationery to furniture to canteen supplies and electronics · Liaison with external service providers and contractors, including but not limited to landlords, catering services, telephone and IT providers · Ensure that the office policies of CAN Europe are up to date and communicated to all staff members · Support the Head of Operations and Administrative Coordinator in HR administrative matters as required (contracts, trainings, hirings) <p>Event logistics</p> <ul style="list-style-type: none"> · Support team members in making timely travel arrangements for external engagements in line with the CAN Europe travel policy · Liaise with team members on events organised in the name of CAN Europe (bi-annual General Assemblies and other workshops /meetings /conferences) and support them with making necessary arrangements with service providers, including location, catering, accommodation, travel · Support the creation of an effective team and work environment for all staff, including through the organisation of staff meetings & staff activities (staff retreats)
	<p>Additional input to internal affairs</p> <ul style="list-style-type: none"> · Liaise with Green10 office managers on issues of common interest · Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required · Support and provide back-up for other members of the admin team · Admin Coordinator or Head of Operations are your back up in case of absence
Supervisory responsibilities	None

Line management	This position is managed by Head of Operations
Time requirements	Half-time (50%)

% of Time	Main team responsibilities
30	Administration and finances
10	Management and planning
10	Communication and representation
0	Capacity and outreach
0	Policy work and coordination
50	TOTAL
% of Time	Specific responsibilities
25	Office Management
20	Event logistics
5	Internal affairs
50	TOTAL