

Call for Office Manager

The **Erasmus Student Network (ESN)** is one of Europe's biggest student organisations, consisting of 530 local organisations ("sections") present in Higher Education Institutions in 42 European countries. Our aim is to support and develop student mobility and the internationalisation of higher education, through providing services and opportunities to students.

ESN's office in Brussels is responsible for managing the network, developing and implementing new projects and advocating for student mobility and the internationalisation of higher education. The network is led by the [International Board of ESN](#) which is supported by the [Secretariat](#).

We are now looking for an **Office Manager, starting preferably in July**. The successful candidate will work on supporting the Board and the staff and managing the office.

Job description

Office management

- Support to the general administration of the office (answering the phone, door, emails, etc.);
- Translation (English - French - English);
- Assistance to Board and staff members with administration, travel arrangements, documentation;
- Supervision of the office maintenance and supplies, including liaison with ESN's office neighbours;
- Responsibility for various other services, for example, the post and the annual publication in *Moniteur Belge*;

Network administration

- Distribution of ESN's membership card and other promotional material to ESN member organisations;
- Responsibility of ESN's database to keep track of ESN members organisations;
- Reply to membership enquiries and implement smooth internal communication with ESN members;
- Follow payments of membership fees and payments deadlines closely;

Customer support

- Answer enquiries to ESN's various platforms, including ErasmusIntern and ESNcards;
- Support to other Board and staff members with improving the customer support structures;

Other tasks

- Planning of events, conferences and receptions;
- Other tasks that may come up.

Profile

- Bachelor's Degree;
- Experience in administration;
- Experience in logistics, planning and follow-up;
- Experience in managing databases and supplies;
- Very good knowledge of Office tools (Word, Excel, etc.) and Google Apps;
- Comfortable working with different IT and web management tools, and willingness to learn more tools;
- Comfortable working in teams as well as independently;
- Fluent in French and English;

Highly valued

- Knowledge of Dutch;
- Previous experience with volunteers of different nationalities;
- Experience of volunteering or work in an NGO;

Term and conditions

- Full-time position (38 hours per week);
- Permanent contract;
- Salary 2000 EUR gross per month, plus a "13th month";
- Public transportation in Brussels partially covered;
- A beneficial health insurance covered;
- Access to further training, for example language classes, during working time ("congé éducation").

Why work at the ESN Headquarters?

- Live in one of the most international cities in Europe;
- Casual, friendly and multicultural environment;
- Various training opportunities to learn and develop yourself.

Please note: due to current Covid-19 restrictions, it could happen that the candidate must start his/her work in ESN remotely. However, this is a Brussels-based position; the successful candidate is expected to move to Brussels whenever the situation allows and **all candidates need to have the right to work in Belgium before applying.**

To apply, send **your motivation letter and CV** to applications@esn.org. Please use the subject line: "Office Manager".

We will accept applications on a rolling basis, so please send in your application as soon as possible, and not later than the **21st of June 2020, at 23:59 CET.**

Should you have any additional questions regarding the position, do not hesitate to contact us at director@esn.org. For more information about ESN please visit our website www.esn.org.