



# Vacancy

IFOAM Organics Europe  
Personal & Office Assistant

June 2024



**ORGANICS EUROPE**

**MAKING EUROPE MORE ORGANIC**

## About IFOAM Organics Europe

IFOAM Organics Europe is the European umbrella organisation for organic food and farming. We represent organic in European policymaking and advocate for a transformation of food and farming. Our work is based on the principles of organic agriculture – health, ecology, fairness and care. With almost 200 members in 34 European countries, our work spans the entire organic food chain.

The European institutions recognise IFOAM Organics Europe as the leading advocate for organic food and farming on EU policy. We are members of various Civil Dialogue Groups, multiple consortia working on EU-funded projects, and the founders and hosts of the TP Organics European Technology Platform.

IFOAM Organics Europe is an AISBL/Ivzw. Its legal name is IFOAM EU Group - International Federation of Organic Agriculture Movements.

## Vacancy

**Job title:** Personal & Office Assistant

**Reports to:** Director

**Full-time position**

Job purpose: IFOAM EU aims at hiring a versatile and highly organized personal & office assistant to perform administrative duties for senior management and the office. In this role, you will be responsible for scheduling meetings, taking notes, making travel arrangements and coordinating internal HR processes.

To ensure success as a personal and office assistant, you should exhibit excellent organizational skills and demonstrable experience in a secretarial role. Accomplished personal assistants are intuitive to the needs of director and work autonomously to provide customized administrative support.

## Responsibilities

### PA (50%)

- Typing, formatting, and editing reports, documents, and presentations
- Entering data, maintaining databases, and keeping records
- Liaising with internal units, answering calls, emails, and making travel arrangements including flights, accommodation, and ground transportation
- Managing internal and external correspondence on behalf of the director.
- Managing time-keeping records of the director
- Draft internal procedures and coordinate internal processes on behalf of the director
- Scheduling appointments, maintaining an events calendar, and sending reminders
- Coordinate events and speaking engagements
- Copying, scanning, and taking accurate and comprehensive notes at meetings
- Preparing facilities for scheduled events and arranging refreshments, if required
- Observing best business practices and etiquette
- Run errands as requested

### Office administration (50%)

- Directing internal and external calls, emails, and post mail to designated units
- Monitoring office supplies and equipment and order replacements (stationary, coffee, tea, etc.)
- Being the person of contact for the service providers (phone, cleaning services, building, handyman, etc.)
- Participating in improving office environment (plants, more environmentally friendly)
- Ensuring the office is clean, and the employees respect the office rules (kitchen, sanitary)
- Scheduling and organising documents for staff weekly, monthly, and quarterly meetings

- Being a responsible person for security and prevention in the office (e.g. fire prevention)
- Being the person of contact for the IT Consultant
- Liaising with staff members regarding hardware (problems encountered, requests for equipment, etc.,)
- Monitoring IT equipment (list of equipment, storage, depreciation list)
- Preparing workstations for new staff
- Following up with the softphone system (user access and account)
- Supporting staff members with workstation equipment

## Requirements

### Essential

- High School Level or “Etude haute école”
- Certification in secretarial work, office administration, or related training
- Advanced typing, note-taking, recordkeeping, and organizational skills
- Ability to manage internal and external correspondence
- Advanced professional knowledge of MS office (mainly Excel, Word and Power Point)
- Excellent written and verbal communication skills in English
- Exceptional interpersonal skills

### Desirable

- 1-2 years of experience as a personal assistant would be advantageous.
- Written and verbal communication skills in Italian and/or French would be advantageous.
- Knowledge about/work experience in Non-Governmental-Organisations

## Skills

- Very good organisational skills
- Able to set up priorities
- Good with social contacts
- High attention to detail
- Ability to work in a truly intercultural environment
- Creative and able to come with new ideas for improvement
- Dynamic
- Able to work independently as well as in team

## Our offer

- Full time position - Monday to Friday, 38 hours/week
- Based at the IFOAM Organics Europe office in Brussels
- High level of flexibility with floating hours and possibility of homeworking 1 day per week
- Salary between 29.000 and 34.000 € gross yearly depending on qualifications and experience
- Employment period: undetermined contract (CDI).
- Public transport coverage from home to the office or bike km reimbursement
- Home working allowance on daily base
- Hospitalisation and health insurance plan A-Z from DKV
- Meal voucher (€8/ working day with €1.09 at charge of the employee)
- €250 eco-cheque/year (prorate of the number of months worked)
- Working from abroad (max 1 month per civil year up agreement with the manager)
- 24 days holidays per year
- Extra holiday: Christmas Break from 24th December to 31st December and the Friday after Assumption
- Only EU citizens or with a valid Belgian working permit
- Starting date: From 01/09/2024

## Application procedure

Please complete the [application form](#). The deadline for applying is **11/07/2024 at 23.59**. Only complete applications using the online form will be considered. Interviews will take place **on July 16 and 17**, please block the dates in your agenda.

Due to the high number of applications, we will only be able to respond to shortlisted candidates. Thanks for your understanding. Do you have questions? Please address them to [employment@organicseurope.bio](mailto:employment@organicseurope.bio).

We are an organisation committed to values of democracy, respect, integrity and sustainability, and the principles of organic agriculture: Care, Health, Equality and Fairness. We are committed to equal opportunities and diversity.