We’re hiring!

Administration Assistant (0.6 - 0.8 FTE)

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**About us**

The mission of [Zero Waste Europe](http://www.zerowasteeurope.eu/) (ZWE) is to empower communities to redesign our relationship with resources. We campaign for zero waste strategies in Europe and beyond, and support local groups and change agents who have the potential to drive change in their region. Currently, ZWE is the only pan-European organization specializing in waste issues from prevention to disposal and from local to European levels.

ZWE was created in late 2013 in the Netherlands as an independent, nonprofit foundation with aims to:

* Promote [Zero Waste strategies](http://www.zerowasteeurope.eu/about/principles-zw-europe/) in Europe and elsewhere;
* Act as a catalyst for European good practices in the field of circular economy, waste and resources;
* Empower local groups to develop community-based strategies for the prevention, reduction, separation, recycling, and composting of waste;
* Promote a responsible treatment of waste and prevention of non-sustainable solutions such as landfilling and incineration;
* Increase awareness about the health effects of the current economy of waste disposal, and promote non-toxic alternatives;
* Promote environmental and social justice.

We are the European branch of the Global Alliance for Incinerator Alternatives (GAIA), alongside more than 800 grassroots groups, non-governmental organizations, and individuals campaigning for a world without incineration.

**About you**

You are an efficient, highly organised, autonomous and reliable administrator, with passion for getting the work done timely and achieving excellent results.

You know about the general administration of a medium-sized NGO and are able to support the office and finances management, being directly responsible for specific administration tasks, including the admin side of events (bookings, reimbursements, contact with participants, travel schedules, logistics).

You excel at personal relations, you are capable of running different tasks simultaneously and like working in an international environment.

**About the job**

You will work closely with Zero Waste Europe’s Office and Finance Manager to support the running of the Zero Waste Europe office in Brussels. Notably, you will be in charge of:

Responsibilities

* Processing invoices and preparing payments
* Bookkeeping according to Belgian accounting standards
* Supporting the team in preparing financial reports and audits
* Basic financial controlling
* Organising events through the booking of venues, hotels, travel and accommodation, etc.
* Preparing documents for events (attendance lists, guides)
* Registering changes and updates at the trade registry
* Assisting the organisation moving to a different office
* Ordering office supplies and services.
* Answering phone in the office.
* Attending to the in- and outgoing mail.

**Person specification**

**Experience**

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| --- | --- |
| Essential | Desirable |
| At least 2 year demonstrable organisational experience in relevant fields: office management, accounting, finances, event organising.Experience working with colleagues remotely and using online tools such as Google Drive, Slack, Trello. | Experience participating in environmental or social justice campaigns.Experience working in an international environment and within a coalition of NGOsExperience with EU-funded projects.Experience preparing funding reports and organisational audits.  |

**Knowledge, Skills, and Understanding**

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| --- | --- |
| Essential  | Desirable |
| Excellent English (spoken and written)Fluent in either French or Dutch (spoken and written) Knowledge of bookkeepingEvent management skillsSolid IT competences (especially MS Excel, Word and Google Docs)Ability to learn new tools quickly An eye for detail, good time-management and the ability to work independently. | Fluent in both French and DutchKnowledge of the Belgian bookkeeping system |

**Personal qualities**

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| --- | --- |
| Essential  | Desirable |
|  Good interpersonal skillsCommitment to accuracy, efficiency and a high standard of workAbility and willingness to use initiative and take decisions, but also a commitment to teamworkA strong commitment to Zero Waste Europe’s ethos and network structuresWillingness to work a flexible schedule, as required  |  |

**Location, Compensation and Work Environment**

Availability to work 60-80%, schedule to be negotiated, remuneration pro-rata based on 2100 EUR gross for a full time position. ZWE offers meal vouchers and a 13th month. One year fixed term Belgian contract under PC 337, with the possibility of extension. A valid working permit for Belgium is required.

We take pride in our ability to support one another's work in an atmosphere of mutual trust and respect, and look forward to introducing the successful candidate to our welcoming and highly motivated team and network members.

Start date: 15th March

**Equal Employment opportunity**

ZWE is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

**TO APPLY:**

Please send your CV, motivation letter with two references to jobs@zerowasteeurope.eu by email -no calls, please-. Only short-listed candidates will be contacted.

Deadline to apply: February 5th