

# WE'RE HIRING!

## Admin Assistant at Zero Waste Europe

### About us

The mission of [Zero Waste Europe \(ZWE\)](#) is to **empower communities in order 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 on local, national and European levels.

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

- Promote Zero Waste strategies 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 a successful and fast-growing NGO where personal development, fairness and inclusiveness are high on the agenda.

### About you

As the first point of contact in our NGO, you are a communicative and approachable person who is not afraid to ask questions. You enjoy having a variety of tasks within a close team. In your daily tasks you are an efficient, highly organised, autonomous and reliable administrator and event organiser, with a passion for getting the work done on time and with an eye for detail.

You have experience in general admin of a medium-sized organisation and you like creating a good work environment. You speak the local language(s) and you know where to find services and how to book accommodation and travel in Brussels and abroad. You will be directly responsible for specific administrative tasks, including the logistics of events (bookings, reimbursements, contact with participants, travel schedules, logistics). Additionally, you excel at personal relations, you are capable of running different tasks simultaneously and enjoy working in an international environment. In some areas you will be encouraged and supported to develop new policies and you will have the chance to help shape the future of our NGO and the opportunity to grow within the organisation.



## About the role

You will work closely with Zero Waste Europe's Operations Manager, Network and Admin Officer and Finance Officer to support the running of the Zero Waste Europe office in **Brussels**. Next to day-to-day administration you will support the team in organising their events and activities. Notably, you will be in charge of:

### *Structured Communication and Secretarial tasks*

- Answering and forwarding emails on our general email accounts
- Answering the phone in our office
- Manage out-going and in-coming post
- Convening team meetings and team conference calls
- Tracking employees working hours per projects
- Place orders and liaise with suppliers (such as printing houses)
- Controlling on procurement procedures

### *Effective Office Administration*

- Ensure general office well-being and an enjoyable office environment
- Liaising with the landlord and coordinate office repairs and cleaning staff
- Manage office supplies and furniture
- Updating information with our bank and trade register
- Updating our Transparency Register entry
- Organising team activities
- Supporting the team in finding and moving to a new office
- Ordering and organising Promotion Materials
- Develop a Green Procurement Procedure and relevant procedures related to office management
- Registering and introducing new team members to online tools
- Be the main contact person for the external IT support
- Aiding the finance team with drafting of receipts and invoices

### *Smooth Event Organisation and Logistics*

- Organising logistics for events through the booking of venues, travel, accommodation, AV equipment, catering, etc. (for conferences, study tours, meetings and other events)
- Managing the event on site (set-up, registration, liaising with AV providers and catering, etc.)
- Maintain database: suppliers, venues, catering
- Preparing documents for events (registration forms, attendance lists, logistics guides, badges, on-site signage, to-do list, to-bring list, feedback forms)
- Collecting, processing and following up on reimbursements after events
- Follow-up on financial expenditures of the event



## Person specification

### *Experience*

#### Essential

- At least 1 year demonstrable organisational experience in relevant fields: office management and event organising
- Experience with secretarial tasks
- Experience working with colleagues remotely and using online tools such as Google Drive, Slack, Trello

#### Desirable

- Experience working in Brussels
- Experience working with GDPR compliant rules and procedures
- Experience participating in environmental or social justice campaigns
- Experience working in an international environment and within a coalition of NGOs
- Experience with EU-funded projects

### *Knowledge, skills and understanding*

#### Essential

- Excellent English (spoken and written)
- Fluent in French
- Event organisation skills
- Solid IT competences (especially MS Excel, Word and GSuite)
- Ability to learn new tools quickly
- An eye for detail, good time-management and the ability to work independently

#### Desirable

- Fluent in *both* French and Dutch
- Tech-savvy, interested in technology, ICT and not afraid to open up computers

### *Personal qualities*

#### Essential

- Good interpersonal skills
- Commitment to accuracy, efficiency and a high standard of work
- Ability and willingness to use initiative and make decisions, but also a commitment to teamwork
- A strong commitment to Zero Waste Europe's ethos and network structures
- Willingness to work with flexible schedule, as required



## **Location, Compensation and Work Environment**

This is a full-time position and based in Brussels. The initial contract will be until the end of year, with a likeliness to be extended depending on available funding - information to be known early Q4 2020. A valid working permit for Belgium is required.

We offer a competitive salary plus benefits, including lunch vouchers, a 13th month proportionate to your time worked during the year, 20 vacation days plus 4-10 extra-legal holidays, travel insurance, additional maternity/paternity leave, and other similar employment protections. Salary will be negotiated according to a transparent bandwidth defined by the internal salary policy of the organisation and depending on your experience.

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:** as soon as possible

### **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 by filling in the following form: <https://forms.gle/9J1MzCCYChcDMbdZ9>. We can only guarantee that short-listed candidates will be contacted. Position remains open until filled.

**Deadline to apply:** March 5<sup>th</sup>, 2020, at 23:59 CET.