

CALL FOR APPLICATIONS

AN OFFICE MANAGER

The European Committee for Catholic Education ([CEEC](http://ceec.be)) is recruiting for its Secretariat General.

BACKGROUND

You will work as an office manager in the secretariat general of the European Committee for Catholic Education.

MISSIONS

- Manage and write the association's communications (website, emails, newsletter)
- Organise the association's meetings, i.e. meetings of the Board of Directors, the General Assembly and other one-off events (conferences, congresses, etc.)
- Provide administrative, accounting and legal support directly linked to the management of the international non-profit association (encoding accounts, filing accounting and legal documents with the courts service, etc.)
- Help to represent the CEEC at internal meetings and events outside the association

PROFILE SOUGHT

- You have a bachelor's or master's degree in modern languages and/or executive secretariat
- You have an active and passive knowledge of French (C1) and English (C1) - any other European language is a plus
- You have an interest in education issues - knowledge of international programmes such as Erasmus+ would be an asset
- You have good organisational skills and good interpersonal and intercultural skills
- You have a good knowledge of the administrative, legal and accounting procedures involved in running a (Belgian) non-profit organisation
- You are able to take the initiative, synthesise information and organise the preparation and management of meetings, conferences and international events
- You have the creative and writing skills to manage a website, write letters and produce newsletters
- You are capable of working independently and as part of a team
- You have digital skills, in particular a good knowledge of MS 365 (Outlook, Word, Excel, PowerPoint) and Winbooks accounting software
- You are prepared to travel at least 3 times a year in Europe

WE OFFER

- A full-time post (38 hours/week) starting on 1 May 2024 - possibility of 4/5ths on request
- A salary commensurate with the candidate's level of qualification and teaching salary scale
- A job full of meaning, responsibilities and varied activities, and the opportunity for contact with those involved in education at European level
- An international, secure, inclusive and positive working environment
- A teleworking option (2 days a week) and meal vouchers
- Easy access to the workplace and financial contribution with travel costs

APPLICATION PROCEDURE

Applications, accompanied by a curriculum vitae and a cover letter, should be sent **no later than 29 February 2024** to ceec@ceec.be.