

JOB ADVERTISEMENT OFFICE ASSISTANT

We are currently seeking for an **Office Assistant**

Someone who has a central, diverse role within the organisation and is a facilitator for ILSI Europe young, dynamic and international team.

Organisation

The International Life Sciences Institute, Europe (ILSI) team comprises 19 persons of different nationalities. The International Life Sciences Institute is a non-profit, worldwide foundation established in 1978 to advance the understanding of scientific issues relating to nutrition, food safety, toxicology, risk assessment, and the environment. ILSI Europe manages an ecosystem of 22 task forces and 50+ expert groups that gather more than 500 external collaborating scientists. It organises every year 7 workshops and 2 international symposia.

Location

ILSI Europe is located in Brussels.

Mission

The Office Assistant is accountable for the good management of the reception area and the office in general, the office supplies and facilitates the transformation of ILSI Europe.

Reporting relationship

- Reports to the Office Manager

Responsibilities

- Assist Office Manager + back-up Office Manager in case of absence with office support/coordination
- Manage the reception and reception area
- Manage and coordinate suppliers (small & medium accounts such as office supplies, catering suppliers, courier supplier, etc.)
- Identify hotel for events, manage the contract, hotel bookings and (re)confirmation of registration to participants, check suppliers' invoices
- Coordinate hotel confirmations for task force and expert groups' meetings, check hotel's invoices
- Assist in the preparation of events (workshop, symposium, etc.) with badges, stuffing, printing, etc.
- Manage travel arrangements for staff
- Update ILSI Europe templates

- General admin & secretarial support to staff and external visitors
- Manage the storage, the requests and the display of ILSI Europe's publications

Experience required

- 3-4 years of related experience in an international office environment
- Coordinated events/meetings
- Managed suppliers

Skills & abilities required

- Ability to organise, multitask without compromising on quality, prioritise and to respect deadlines,
- Dependable, punctual and flexible,
- Ability to build positive relationships with high level of interpersonal skills and to interact with people in a positive and courteous manner,
- Ability to be resourceful and proactive in dealing with issues that may arise,
- Excellent command of written and spoken English and French,
- Proficient with Microsoft Office applications, specifically Word, PowerPoint and Excel
- Solid communication skills both written and verbal,
- Proficient in handling office equipment incl. telephones, printers, copy machines, etc,
- European citizenship / EU working permit

If you wish to join a dynamic and international team, please send your cover letter, full CV in English by email to application@ilsieurope.be by **20 November 2018** for the attention of the Office Manager; Subject matter: your name, date, application Off. Assistant.