

ADMINISTRATIVE OFFICER

Part-time position

ecoDa is the European Voice of Board Members, a unique umbrella organization representing the main national institutes of directors in Europe. Our member institutes cover in total about 50,000 individual board members across 21 countries, sitting on the board of companies of all sizes and sectors. We play an active role in the European Corporate Governance dialogue. As an advocacy body, we follow closely topics related to Sustainable Corporate Governance or the Non-Financial Reporting Directive, for instance.

www.ecoda.org

A position of administrative officer (part time) will be open at the beginning of June 2021 at ecoDa's Brussels office.

Job description:

- General administrative support to the Director General ;
- Assisting other staff members, the treasurer, ecoDa's members with the needed administrative and logistic support ;
- Arranging meetings and appointments ;
- Support with financial tasks (e.g. invoicing, follow-up of the receivables, preparation of payments) ;
- Maintaining a database of contacts ;
- Designing brochures and materials ;
- Assisting in the organisation of events (including webinars and education program) ;
- Document flow management and archiving ;

Profile:

- University degree: Business Management, Communications, European studies or similar;
- Experience editing website content ;
- Experience designing and editing documents (Canva);
- Confident command of MS Office and Excel required ;
- Good knowledge of social media (Facebook, Twitter, LinkedIn) ;
- Excellent skills in English and French ;
- Task-oriented with attention to detail ;
- Ability to work in a small team ;
- Able to multitask and handle pressure with tight deadlines ;
- Keen interest in EU matters.

ecoDa is offering a fixed-term contract until March 2022.

Interested candidates can send their CV and letter of motivation to contact@ecoda.eu no later than 10 May 2021. Only suitable candidates will be contacted for an interview.