

Diesis Network is looking for a new Administrative Assistant to reinforce its team.

Diesis is the widest European network, Brussels based, in supporting social and solidarity economy and social enterprises in Europe, covering 21 countries through major national federations and support networks associating over 90,000 organisations and 1.2 million workers.

Your role

We are looking for a Administrative Assistant with experience in European projects. This is a great opportunity for you to join a growing team and organisation in the process of extending its reach and visibility on topics related to social and solidarity economy and sustainability. S/he will be equally responsible for the financial and administrative management of the organisation as well as the follow-up of grant applications.

Tasks

- Supporting in administrative work:
 - Supporting the Executive Director in monitoring budget and project expenditure
 - Managing the financial system, in coordination with the external accountant and social security secretariat
 - Providing admin support for EU funded projects and events and back up admin tasks within the office
- Support with daily maintenance of office facilities
- Supporting and assisting in communication activities, social networks
- Supporting organisation and follow-up of events, meetings, committees, and conferences

Requirements

- Higher education degree or vocational qualification, preferably in finance, business administration, or another relevant field
- Excellent communication skills in English (spoken and written); knowledge of French or Dutch
- A minimum of 12 months experience of working in the administration of EU-funded projects
- Good communication, organisational and interpersonal skills
- Ability to work in an internationally diverse environment
- Ability to work independently and meet deadlines

Job conditions

- Full-time one-year contract (renewable) under Belgian law that may become permanent
- Additional benefits: transportation allowance, meal vouchers and 30 days of annual leave
- Very friendly working environment
- Occasional travel within Europe
- Two days of telework per week

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in English) in electronic format at diesis@diesis.coop. You may be invited for a couple of interviews.

