

We are looking for an **Administration Assistant** *(parental leave – replacement)* to reinforce our team

Diesis Network, a leading European network dedicated to supporting social and solidarity economy and social enterprises, is currently seeking a dynamic and talented administration assistant to join our team in Brussels. This is an exciting opportunity for a young professional to contribute to our organisation's growth and enhance our visibility in the fields of social and solidarity economy and sustainability. Discover more on our report <https://annualreport.diesis.coop/>

Role overview

We are looking for an 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.

S/he will engage our network members, international partners, and global audiences through creative and impactful initiatives. S/he will ensure that projects and other initiatives deliver the maximum possible impact for the organisation.

Duties and responsibilities

- Supporting in administrative work
 - Supporting the Executive Director and Finance Manager in monitoring budget and project expenditure
 - Managing the financial system, in coordination with the Finance Manager and social security secretariat
 - Providing admin support for EU funded projects and events and back up admin tasks within the office
 - Ensuring Completeness of supporting documentations for payments
 - Maintain and keep up to date the physical and digital archive
 - Posting all expenses on daily basis on the WinBook
 - Collecting invoices and payment requests and ensuring to they are paid on a timely manner
- Support with daily maintenance of office facilities
- Supporting organisation and follow-up of events, meetings, committees, and conferences.
- Ensuring all procurement comply with the internal procedures

Requirements

- Higher education degree or vocational qualification, preferably in finance, business administration, or another relevant field



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

✉ diesis@diesis.coop

🌐 www.diesis.coop

📍 Boulevard Charlemagne 74
1000 Brussels – Belgium

- Excellent communication skills in English (spoken and written); knowledge of French is asset
- Good communication, organisational and interpersonal skills
- Proficiency in the use of Winbooks bookkeeping software
- A minimum of 12 months experience of working in the administration of EU-funded projects

In addition:

- Ability to collaborate effectively with a multicultural team across multiple projects.
- Self-motivated with a positive and flexible attitude.
- Ability to meet tight deadlines, shift between task and keep oversight on priorities.
- Creative thinker with the confidence to propose new ideas and challenge the status quo.
- Excellent communication skills at all levels.

What we offer

This is a **part-time position** (26 hours per week), with six months (parental leave – replacement) **determinate contract** with possibility of extension, under the Belgian legislation, **or consultancy** contract; remuneration according to Belgian legislation (CP200) and depending on the candidates' profile and experience. For Belgian based candidates we also offer a full range of extra-legal benefits (meal vouchers, eco-cheques, public transport and teleworking allowance).

We offer a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The successful candidate will collaborate with a young, motivated, professional, and friendly Secretariat and a very involved, expert, and collaborative Board and Scientific Committee.

How to apply

Ready to take the next step and showcase your talents? Craft a tailored cover letter that reflects your creativity, passion, and proactive mindset. Share with us how your skills and experiences align with our mission and why you are the perfect fit for the Project officer role at Diesis Network.

Send your detailed CV and cover letter (in English) by **1 September 2024** to diesis@diesis.coop, with the subject line: " Administrative Assistant" and including your attachment starting with your name_CV and name_coverletter.

Act swiftly, as we are reviewing applications on a rolling basis!
We look forward to hearing from you and embarking on this journey together.

Starting: 1st October 2024.

*Join Diesis Network and contribute to shaping a sustainable and inclusive economy worldwide.
Apply now and be part of our mission-driven team.*



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

✉ diesis@diesis.coop

🌐 www.diesis.coop

📍 Boulevard Charlemagne 74
1000 Brussels – Belgium