

# We are looking for a Operations and HR Officer 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 Operations and HR Officer 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

The Operations and HR Officer will play a crucial role in ensuring the operational efficiency of Diesis Network, reporting directly to the Executive Director. This position combines operational oversight with HR functions, requiring strong organizational skills and experience with membership-based organisations. The Operations and HR Officer will be responsible for managing day-to-day operations, logistics, and human resources activities, fostering a supportive work environment for our staff. The team is made up of 19 people, with a real spirit of collaboration and a very friendly atmosphere.

## Duties and responsibilities

### Operations (40%)

- Manage day-to-day operations in collaboration with entire team
- Support the implementation and improvement of company policies and procedures
- Handle overall procurement of Diesis (travels, events, suppliers etc)
- Support general coordination on project and team tasks division
- Monitoring and reporting use of resources on founded projects
- Handle administrative tasks as required.

### Human Resources (40%)

- Follow the recruitment and employee/interns onboarding programs
- Manage personnel administration, contracts, payroll and benefits
- Provide support and guidance to the staff also adopting performance management tools
- Organise monthly staff meetings
- Monitor the division of tasks, planning and follow-up within the team, also supervising leave planning and minimum staffing levels
- Promote a positive and inclusive culture in line with the Gender Equality Plan

### Office (20%)

- Manage contract and price negotiations with office vendors, service providers and office lease
- Liaise with facility management vendors, including IT, cleaning and security services



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

✉ [diesis@diesis.coop](mailto:diesis@diesis.coop)

🌐 [www.diesis.coop](http://www.diesis.coop)

📍 Boulevard Charlemagne 74  
1000 Brussels – Belgium

- Ensure the inventory control and office supplies
- Maintain the office condition and arranging necessary repairs

### Requirements

- University degree: economics and management; social economy or closely related subjects;
- Minimum 3 years of relevant professional experience in a similar role, including operational and HR management;
- Excellent organizational and multitasking skills are required;
- Familiarity with EU-funded projects and compliance requirements is an asset;
- Languages: fluent in English and French (native speaker or equivalent), any other language are valuable assets.

### 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 full-time position (38 hours per week), one year 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 starting from  $\geq 40.000\text{€}$  brut salary. 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 this role at Diesis Network.



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Send your detailed CV and cover letter (in English) by **1 November 2024** to [diesis@diesis.coop](mailto:diesis@diesis.coop), with the subject line: " Operations and HR Manager" 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:** 1<sup>st</sup> December 2024.

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



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