

## Office Assistant - Internship

Bioenergy Europe is currently recruiting an Office Assistant trainee to support the Office & HR Manager. The position oversees administrative aspect of the association including office management, human resource and accountancy. The ideal candidate should be able to anticipate needs, provide information in a timely manner and solve issues autonomously.

Founded in 1990, Bioenergy Europe is a non-profit, Brussels-based international organisation active at EU level. Bioenergy Europe's primary mission is to develop the market for sustainable bioenergy and insure favourable business conditions for its members. More information on [www.bioenergyeurope.org](http://www.bioenergyeurope.org).

### Tasks

#### a. Office Management and Administration:

- Welcome visitors, deliveries, post, and other correspondence.
- Manage all mail/phone enquiries and requests.
- Maintain the office clean, organized, and pleasant.
- Manage agendas (planning and organising appointments and meetings).
- Managing relations with suppliers (conciierge, venues, catering, etc.).
- Coordinate IT matters with our external service provider.
- Support the organisation of events and meetings (material preparation, logistic planning, onsite support, etc.).
- Assist the Office & HR manager with ad-hoc tasks.

#### b. Finance & Human Resources:

- Human resource support to the Office & HR Manager.
- Managed payments record.
- Invoicing and debtors management.
- Working on a regular basis with Bioenergy Europe's accountant, providing all necessary details for accounting and tax purpose.

### Competencies and Skills

- Fluent in English and French written and spoken.
- Bachelor or higher in office management, business administration, human resources or accountability,
- Experienced in Microsoft Office Word and Excel.
- Candidate is autonomous, highly organised, and reliable.
- Ability to multi-task and handle confidentiality.
- Excellent interpersonal skills and ability to communicate effectively with a broad range of people.

## **Employment**

- Full-time equivalent based in Brussels starting as soon as possible.
- 6 months paid internship under the Belgian law (contrat d'insertion professionnelle) with possibility of prolongation.
- Salary: 1000 EUR/month + meal ticket + public transport.
- Friendly and international working environment.

**If you are interested in the position, please submit your CV and application letter in one single PDF via this [online form](#).**

**Interviews will be held in our office in Brussels**

**Only the candidates selected for interviews will be notified.**