

## Administrative Assistant

Are you looking for an opportunity to develop your talent in a collaborative and diverse workplace? Do you like to work autonomously, take responsibilities and support your team? Then this role may be for you!

Orgalim | Europe's Technology Industries is looking for an Administrative Assistant to join our dynamic and growing team. This is an exciting role at one of the leading industry associations in Europe, on issues that are at the top of the EU political agenda.

### Who we are

Technology is at the heart of Europe's ambitious sustainability agenda, and the ability of its economy to prosper in a changing world. Without it, we won't succeed. That's where Orgalim comes in: our team of over 30 people – 14 nationalities – works with our members, partners, European policy makers and stakeholders to ensure that the EU provides the best possible conditions for the technologies and industrial innovations manufactured by our companies to deliver Europe's objectives.

We represent Europe's largest manufacturing sector, composed of over 770,000 innovative companies spanning the mechanical and electrical engineering, electronics, ICT and metal technology branches. Our industries directly employ over 11 million workers, with millions more depending on us for their livelihoods. With our future-facing products and solutions, we are developing ahead of the wider European economy and acting as a growth engine for the EU.

### The role

The Administrative Assistant will support Orgalim's work for members and partners and be responsible for a broad range of administrative and operational tasks.

The responsibilities include:

- Organisation and follow-up of virtual and physical meetings (preparation of meeting rooms and documents, send out of materials, bookings of travel and venues, organising catering)
- Acting as an administrative contact point for relevant groups
- Managing databases (contacts, documents) and calendars
- Marketing and Communication: websites updates, social media posting, newsletters layout and dispatch
- Drafting and editing of documents (letters, news articles, newsletters)
- Financial and legal administration (invoices, payments, banks, accountant, legal formalities)
- Office management support (office supplies, logistical support, mail...)

## Your profile

We are looking for a motivated and result-driven individual experienced in administrative and other support functions.

- At least 5 years of experience in administrative support, preferably in an international/European environment. Previous experience in an association is welcome
- Organised, able to multi-task and with a strong attention to detail
- Excellent level of English; knowledge of other European languages is a plus, ideally French and/or Dutch
- Higher studies degree
- Excellent IT skills (proficient in the use of current Microsoft Office tools esp. Word and Excel, and Content Management System (or even web-developing tools)
- Motivated, dynamic, eager to learn, with proactive mindset, and a “can-do” attitude
- An effective team player with the ability to work within flexible and multidisciplinary structures
- Able to identify what needs to be done, and act proactively before being asked

## Our offer

A full-time role in a dynamic, flexible and international work environment in Brussels where you can take initiative and responsibility, and grow to realise your full potential.

A flexible working policy with the possibility of working from home 2-3 days a week.

A competitive salary based on experience and merit.

## Please send

- **CV and motivation letter** to [secretariat@orgalim.eu](mailto:secretariat@orgalim.eu), for the attention of Inge Dewit Vanhaelen
- **by 25<sup>th</sup> November**, mentioning **“Administrative Assistant”** in the e-mail subject line
- In the body of the email, please copy in: **“I hereby consent that my personal data is processed by Orgalim for recruitment purposes”** so that we have your written consent to follow up on your application.