

## Office Manager

### Brussels, Belgium

Orgalim | Europe's Technology Industries is looking for an Office Manager to join our dynamic and growing Brussels office. This is an opportunity to join a leading international association that is dedicated to working on issues that are at the top of the EU political agenda, and key to Europe's industrial base.

#### Who we are

Orgalim has a multidisciplinary team of over 35 people - 18 nationalities - representing the interests of Europe's technology industries: innovative companies spanning the mechanical engineering, electrical engineering, electronics and metal technology branches. We are working with policymakers and stakeholders to strengthen our industries' growth and global leadership, to maximise their contribution to Europe's economy and society, and to foster a new relationship of trust between businesses and citizens.

With a multidisciplinary approach, our Operations team supports the whole association: office management, accounting and finance, human resources, IT, etc. The Operations team provides all necessary back-office functions to the whole team.

#### The role

As the Office Manager, you will be responsible for the entire office environment of Orgalim. Our offices represent who we are and the way we work, and we take pride in having a welcoming and professional work environment.

The responsibilities include:

- Ensuring a well-maintained office environment which effectively serves the needs of our staff and members
- Ensuring office equipment is up and running
- Managing supplies (office supplies, kitchen supplies...) and equipment (furniture, PCs...)
- Managing desk allocation and proper seating equipment
- Handling badges and office keys
- Interacting with the building manager for maintenance
- Interacting with suppliers (cleaning, copy machines, plants, newspapers, ...)
- Managing mobile phone subscriptions
- Providing logistical support during meetings

Other duties will come in support of:

- Answering to various requests from staff
- Managing IT equipment and software licenses
- Supporting the Operations team in handling accounting, finance-related, or administrative-related processes.

### Your profile

- You are a high-school graduate
- A hands-on person, able to cope with very diverse topics
- Keen on learning how an international association operates
- A strong affinity with information technology, being able to adapt to new tools, new technologies, new processes, etc
- Structured thinking and way of working
- Ability to prioritise and focus on the most important topics
- A strong attention to details
- Able to work both independently and in a team
- Resistance to stress and ability to work under pressure when needed
- Fluent in French and English
- Previous experience in office management is a plus

### Our offer

- A full-time indefinite work contract in one of the leading industry associations in Brussels
- A role in a dynamic and international working environment in Brussels where you can take initiative and have responsibilities
- A work environment where work-life balance is respected and everyone valued
- A competitive salary based on experience and merit, with benefits including a private pension plan, premium health insurance covering hospitalisation, medical and dental expenses, meal vouchers, and expense allowances.
- Option to work remotely 1 day/week.

### How to apply

- Send your CV and motivation letter to [secretariat@orgalim.eu](mailto:secretariat@orgalim.eu), for the attention of **Inge Dewit Vanhaelen**, mentioning "**Office Manager**" in the email 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" for GDPR compliance.
- Interviews will be conducted on a rolling basis.
- Please note that you must be entitled to work in Belgium to apply.

*Orgalim is an equal-opportunity employer and encourages applications from individuals of all backgrounds.*