
Executive assistant

0,8-1 FTE - open-ended employment contract

Location: Brussels

Deadline: 31 January 2024

Applications which are not submitted by email will be disregarded!

Executive Assistant

Over the past years the secretariat of our growing European association and its processes have been clearly structured and organised. As a skilled and stress-resistant Executive Assistant, you will be the heart of our association's small team, together with the secretary general.

Your responsibilities include assistance with financial planning, budgeting, managing financial administration tasks like invoicing and reporting, and administrative support to the annual accounts and audit processes. In HR, you'll handle payroll, onboarding, and respond to HR-related queries. You also handle a large part of the member administration. You'll assist the Secretary General and strategy coordinator and maintain our Document Management System (DMS). Your experience in administrative management, EU project management and contract management will be highly valued. Your role includes assisting with organizing events and providing IT (Office 365) support. You'll administratively support different working groups as well as the quality assurance framework.

Profile

The ideal candidate has the following profile.

- **Educational Background:** A Bachelor's degree in Business Administration, Office Management, or a related field. Additional qualifications in finance, human resources, or secretarial studies are beneficial.
- **Language Proficiency:** Fluency in English and French or Dutch is crucial due to Brussels' bilingual environment. Proficiency in additional languages is a plus.
- **Experience:** One or more years of experience in a similar executive assistant role, preferably in a European or multicultural nonprofit environment. Experience in assisting financial administration is key. HR processes, and event management is particularly valuable. If you don't have the experience yet, you are eager to acquire it.
- **Technical Skills:** Proficiency in office software, such as Microsoft Office Suite, and experience with financial software, HR systems, and content management systems.
- **Cultural Awareness:** Sensitivity to cultural differences and the ability to work in a diverse, international environment.
- **Communication Skills:** Good written and verbal communication abilities, coupled with strong interpersonal skills for interacting with diverse teams and external partners. Able to take minutes.
- **Organizational Abilities:** Strong organizational and planning skills, with a proven ability to manage multiple tasks and deadlines efficiently.
- **Problem-Solving Skills:** A hands-on problem solver with a proactive approach to addressing challenges and the ability to work independently.

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- Stress Management: High resilience and the ability to work effectively under pressure, maintaining a calm and professional demeanor.
 - Adaptability: A flexible and adaptable approach, capable of handling a wide range of tasks and adjusting to changing priorities.
 - Discretion and Confidentiality: Ability to handle sensitive information with discretion and maintain confidentiality.
 - An interest in sustainability and energy policy.
 - Open-minded, humorous and proactive team player.

What AIB offers you

As our Executive Assistant, you will join a small, dynamic, international team active in the center of the ongoing European energy transition. Our office is next to Brussels Central station. This is a unique opportunity to grow professionally, have flexibility and work in a purpose-driven environment.

Contract: 1FTE.

Salary: competitive, depending on experience.

Start date: as soon as possible.

Who can apply?

This job is open to all residents of the EU, EFTA and Energy Community.

EU work permit required.

While this position is based in Brussels, AIB is unable to offer financial assistance for relocation expenses. Candidates should be prepared to bear any moving costs independently.

How to apply?

Please send your CV (2 pages max.) 2 reference contacts and a motivation letter (1 page max.) to applications@aib-net.org with reference “executive assistant”. Deadline 31 January 2024. Interviews will be held on a rolling basis.

The application window may close if the role is filled.

About AIB

The Association of Issuing Bodies (AIB) is an international non-profit organization, responsible for the certification of energy attributes. Our members are the organisations in Europe, mostly appointed by their national government, who manage attribute tracking systems for all energy carriers and technologies.

AIB manages a standard: the European Energy Certificate System (EECS). AIB facilitates European transfers of such energy certificates by operating a, IT platform, the AIB Hub, for international transfers of energy certificates between the registries of its members. We strive for harmonisation of rules and practices and operate a quality assurance framework for managing energy certificate systems in Europe. AIB establishes cooperation and exchange of expertise with and between issuing bodies and disclosure bodies, market parties and other stakeholders and transparently provides market activity information and expert information.

