

Job opportunity

ADMINISTRATIVE ASSISTANT

EUNICE AISBL
European University Alliance

Type of employment: Full-time (38h/per week) job contract

Duration: first contract: until December 31, 2024 with the possibility of extension to October 31, 2027

Location: Mons, Belgium (up to 2 days/per week of remote work)

Background:

EUNICE, the European University for Customised Education, is a transnational alliance of public universities founded in 2020 and currently present in ten countries: Belgium - University of Mons (UMONS), Finland - University of Vaasa (UVA), France - Université Polytechnique Hauts-de-France (UPHF), Germany - Brandenburg University of Technology Cottbus-Senftenberg (BTU-CS), Greece - University of the Peloponnese (UoP), Italy - University of Catania (UNICT), Poland - Poznan University of Technology (PUT), Portugal - Polytechnic Institute of Viseu (IPV), Spain - University of Cantabria (UC) and Sweden - Karlstad University (KU). With a collective strength of over 150,000 students and 15,000 staff members, EUNICE strategically covers all major European regions.

In November 2022, EUNICE founded an international non-profit association under Belgian law (AISBL) with its seat located in Mons, Belgium. In January 2024, EUNICE AISBL hired Secretary General of the association who share her work between Belgium and Poland. Currently, we are looking for an administrative assistant (at EUNICE AISBL office located in Mons, Belgium) to provide administrative support to the Secretary General.

Tasks & Responsibilities:

The General Secretariat ensures the smooth running of EUNICE AISBL association's activities and the administrative assistant would support the Secretary General in all administrative, financial and organizational matters.



Specific responsibilities would include:

- Supporting the Secretary General in all administrative, organizational and financial tasks,
- Managing the budget of the association in close collaboration with the tax consultant of the association, continuous monitoring of expenses,
- Processing and managing invoices,
- Processing and managing payments,
- Handling basic HR procedures, e.g. managing HR-related documentation in close collaboration with the payroll advisors in Belgium and Poland,
- Active support to the Secretary General, the association committees (Board of Directors and General Assembly) and the association organization in all daily organizational processes,
- Scheduling, planning, and organizational preparation of association board meetings,
- Meeting minutes taking and dissemination to different association boards,
- Reporting and following up after meetings,
- Online and onsite event planning,
- Travel planning for the Secretary General, including the management of travel expenses reports
- Purchasing office equipment and materials for the General Secretariat,
- Regular cooperation with bank, tax consultants, legal advisor, social secretariat and other supporting companies
- Handling all correspondence and communication in English.

Your profile:

- At least a Bachelor's degree holder
- Excellent command of French and English, knowledge of another language of the association will be an advantage
- Strong organizational and communication skills
- Accounting/bookkeeping/archive skills
- Ability to work in international team
- Ability to multitask and work under time pressure
- Proficient in IT tools (e.g. MS Office, Teams, Zoom, Canva)
- Prior experience in similar positions would be an asset

What do we offer:

- Full-time job contract
- Work in European transnational strategic association
- 2 days/per week of remote work
- Meal vouchers



Application documents and deadlines:

Interested to be a part of EUNICE team?

Please send the following application documents:

- Up to date CV, reflecting your experience
- Application letter, outlining your motivations for the position and describing your strengths as a candidate

Send your application to the following e-mail address: sg@eunice-university.eu

Deadline for application: **June 10, 2024**

Start date of employment: **September 1, 2024 (the latest)**

