

Vacancy

Office manager (replacement maternity leave and possible prolongation)

To cover for one of our office manager maternity leave, [EFRAG](#) is looking for an office manager with possible prolongation.

The ideal candidate would start on **1 March 2023** for a 6-month period, with the possibility to be prolonged.

Applications are requested at the latest by **15 January 2023**. Selected candidates will be invited for interview in EFRAG offices in the **1st week of February 2023**.

Responsibilities of the position offered:

Supporting the overall management of the organisation, in particular the coordination of meetings (sharing documents and organising agendas).

The office manager will work under the supervision of EFRAG management (CEO, project directors, team leaders and EFRAG TEG Reporting chair), and where needed, in coordination with the EFRAG staff. The office manager reports directly to the EFRAG CEO.

Main Tasks

- **Office management:** facility management, contact point for service and suppliers; procurement of office supplies.
- Providing **organisational support** to member organisations, governing bodies, and EFRAG staff;
- **Organisation of meetings** of various EFRAG bodies;
- Be the **contact point** for the EFRAG bodies' members and external requests;
- Liaison with the **HR manager** and **Communication Team**
- Developing, implementing and optimising **administrative systems** and procedures when relevant;
- **Organisation of travel** ;
- **Invoice management** from and towards members or service providers
- **Order of supplies**

Professional Experience

- **2/3 years of work experience in office management** or administration is required for this assignment.
- Experience in administration and management of a network is an asset.



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- Experience in administrative management of **NGOs / non profit/ associations** is an asset, particularly in Belgium.
- Experience in a multi-cultural environment.
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Skills

- Excellent **organisational** skills;
- **Analytical** and problem-solving abilities;
- Good **communication**, interpersonal and presentation skills, able to address different types of audiences;

Languages

- Proficiency in English (internal working language)
- Proficiency in French
- Dutch or any other EU languages are considered a plus

What we offer:

Above all what we really offer is the opportunity to join a **dynamic international team**, and a growing organisation.

We want our people to have a **balanced work and personal life** and as much as possible enjoy working for us.

In practice, we propose:

- Belgian contract (CDD) with possibility to prolonge;
- A competitive salary;
- Complementary medical insurance (hospital and ambulatory);
- Meal vouchers;
- A friendly and kind environment;

Please send you application (CV+cover letter) to Saskia Slomp, EFRAG CEO, using Rh@efrag.org by **15 January 2023**.

About EFRAG:

Based in Brussels, [EFRAG](https://www.efrag.org) is a private association established in 2001 with the encouragement of the European Commission to serve the public interest EFRAG's activities are organised in two pillars:



Europe's voice in corporate reporting

- Financial Reporting Pillar: influencing the development of IFRS Standards from a European perspective and how they contribute to the efficiency of capital markets and providing endorsement advice on (amendments to) IFRS Standards to the European Commission.
- Sustainability Reporting Pillar: developing draft EU Sustainability Reporting Standards, and related amendments for the European Commission.