

## Vacancy – Office Manager

### Permanent contract offer – Application deadline: 15 January 2024

EFRAG is looking for an office manager to be offered a permanent contract.

The ideal candidate could start on 15 February 2024.

Applications are requested by 15 January 2024.

Selected candidates will be invited for an interview in EFRAG offices (Brussels) in the last week of January and first week of February 2024.

You will be part of a team of three office managers. The function is based at EFRAG's Brussels office within this function only limited teleworking allowed (maximum one day a week in consultation with the other office managers).

#### 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 and where needed, in coordination with the EFRAG staff. The office manager reports directly to the EFRAG CEO.

#### Main Tasks

- Provide organisational support to member organisations, governing bodies, and EFRAG staff;
  - Organisation of online & physical meetings of various EFRAG bodies and ensure efficient communication on timely manner.
  - Organisation and set up of meeting rooms for physical meetings including coffee and lunch breaks.
  - Prepare administrative working papers (agenda, attendance lists, minute takers follow up, etc.)
- Be the contact point for the EFRAG bodies' members on non-technical matters and external requests;
- Liaise with the HR & Finance manager, IT Team and Media & Communication Team to complete tasks efficiently;
- Set up travels for EFRAG staff (booking of hotels, plane tickets and transportation and managing the travel tracker sheet);
- Collaborate closely with IT staff to implement and enhance the utilisation of IT tools within the organisation ( Outlook, Sharepoint, Sharefile, website...);
- Developing, implementing and optimising administrative systems and procedures when relevant;
- Ensure invoice management from and towards members or service providers;
- Order office supplies (food, stationary...) using the right platforms;

- Office management: assess and optimise the current office and facility management practices to ensure a well-organised and efficient working environment;
- Be the contact point for service suppliers, caterers for quotations and orders placing.

### Professional Experience

- At least 2/3 years of work experience in office management or administration is required (The experience will determine the seniority of the role);
- Experience in administration and management of a network is an asset;
- Experience in a multi-cultural environment is an advantage.

### Skills

- Excellent organisational skills;
- Analytical and problem-solving abilities;
- Good communication, interpersonal and presentation skills, able to address different types of audiences.
- Candidates must demonstrate good knowledge of Microsoft Office, including Word, Excel, and PowerPoint, as well as a strong ability to effectively use IT tools relevant to the position.

### Languages

- Proficiency in English (working language of English)
- Good knowledge of French (speaking and writing)
- 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 (CDI);
- A competitive compensation package including: complementary medical insurance (hospital and ambulatory), meal vouchers, public transport subscription and other benefits)

**Interested? Send your application (CV + cover letter) to Saskia Slomp, EFRAG CEO, using [Rh@efrag.org](mailto:Rh@efrag.org) by 15 January 2023.**

### About EFRAG:

Based in Brussels, EFRAG 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:

- 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.

Please visit our [website](https://www.efrag.org).