

Office & Communication Coordinator

Job description

Working for an international association, well established in the agri-food sector and based in Brussels, under the supervision and the coordination of the General Manager, the Office & Communication Coordinator:

- Runs and co-ordinate the general office duties
- Co-organises the logistic for the internal meetings with members
- Is in charge of internal communication with members from all Europe and support them in their requests to the Association
- Is in charge of external communication and advocacy tools in relation with the General Manager

Duties and responsibilities

1. Office management

- Manages general office coordination and maintenance (telephone and mails, administrative equipment and supplies, coordination of the calendar of meetings, travel arrangements for the staff)
- Co-organizes members' meeting in Brussels and abroad and attends member's meetings
- Holds an efficient and up-to-date filing (electronic and paper)
- Assists in elaborating internal documents (financial and accounting documents, working documents, records, minutes and reports)
- Supports staff in ad-hoc assigned work such as contacts management, database update, compiling of data, research etc.

2. Communication

- Manages internal and external distribution lists for documents
- Manages and updates the website and social media tools and communication (Twitter, LinkedIn, YouTube)
- Liaises with possible external communication service providers
- Develops and edits communication materials (infographics, illustrations, flyers, kakemonos, videos, animations etc.)

Profile

- Fluent English native level speaker required + at least one other main European Languages (preferably French and German), more languages could be an extra qualification, European nationality
- Experience in Office Management
- Experience in Communication
- Excellent IT skills
- Proficiency in the Office Pack (Excel, Word, Powerpoint, Outlook)
- Very good knowledge of the Adobe CC Suite including: Photoshop, Illustrator, Indesign
- Knowledge with Adobe Premiere Pro and Adobe After Effects is a plus
- Knowledge of SquareSpace is a plus
- Be familiar with the use of Twitter and LinkedIn
- Very good organisational skills
- Experience in working in an international and multi-cultural context and very good communication skills.
- Ability to work independently in a small team
- Available for occasional travel outside the office
- Residency in Brussels area

What we offer:

- Permanent contract (full time)
- Very flexible, dynamic and multilingual work environment
- Evolution in an European and International environment