

EUA is looking for a

Membership / Administrative Assistant (Full-time)

Role

EUA is looking forward to welcoming a motivated and proactive Assistant to support the Secretary General's office.

Responsibilities

1. Membership support

- Practical follow-up of new membership applications and of correspondence with new members
- Assistance in the follow-up of membership resignations and exclusions
- Follow-up of unpaid fees
- Preparation of different membership reports, analysis of membership data (profiles and student members in institutions)

2. Statutory meetings (Council, Secretary General, General Assembly)

- Assistance in the logistical organisation (venue, technical equipment, accommodation, etc.) and liaising with members,
- Managing registration and online registration tool,
- Coordinating the preparation of meeting documents with the Secretary General, proofreading and publishing documents on the EUA website, mailing of invitations and documents,
- Preparing participants lists, voting lists, name plates, ballot sheets etc.,
- Follow-up of payments, proxy-letters and invoices, managing expenses claims and time sheets

3. Ad hoc administrative support

Background and Qualifications

- At least 3 years' experience in administrative work, preferably in a membership organisation
- Experience in a multicultural and multilingual environment
- Excellent command of English (spoken and written), good knowledge of French, any other European language is an asset
- Strong organisational skills, dynamic, conscientious with a good sense of team work
- Strong IT skills (with a focus on Excel) and analytical skills
- Familiar with databases

The Association offers a permanent contract under Belgian law and an attractive package of benefits including lunch vouchers and a pension scheme.

If you feel you meet the requirements for the post, please apply by email to hr@eua.be.

EUA regrets that we are not able to acknowledge all applications received.

Please note that only suitable candidates will be contacted for interview.