

## Open Call: Administrator ESN AISBL

The Erasmus Student Network (ESN) is Europe's biggest student organisation, present in 500 Higher Education Institutions in 37 European countries. Our aim is to support and develop student mobility and the internationalisation of higher education, through providing services and opportunities to students.

The Headquarters is responsible for managing the Network, developing and implementing new projects and advocating for student mobility and the internationalisation of higher education. The Network is led by the International Board of ESN, which is supported by the Secretariat.

The Board of ESN International, based in Brussels, is looking for an Administrative assistant from January 2016/February 2016. The position is crucial for the work of ESN Headquarter and it requires flexibility and adaptability skills.

### Job description

- Office Management – 25 % (Report to the Director)
  - Support to general administration (answering phone, door, e-mail etc.);
  - Assist the Director with external services, Moniteur Belge, Minutes etc.
  - Contact with the post service and other providers;
  - Translation (EN-FR-EN);
  - Assistance to Board Members with administration, travel arrangements, documentation, and data gathering;
  - Supervision of office maintenance.
  
- Orders management – 40% (Report to the Treasurer)
  - Assist the treasurer in the distribution of ESNcard and other promotional material to ESN members;
  - Manage the webshop and provide ESN gadgets to ESN members;
  - Regular planning of gadgets ordering sessions with ESN staff and management of International shipments.
  
- Network Administrative Management – 25 % (Report to the Vice-President)
  - Extensive use of internal database to keep track of ESN members;
  - Keep update information on ESN members and participate in the improvement of IT tools for members;
  - Reply to membership enquiries and implement smooth internal communication with ESN members;
  - Follow payments of membership fees and payments deadlines closely according to ESN Statutes.
  
- Event management – 10% (Report to the Director and the Project coordinators)
  - Assistance with the organisation of statutory events, project conferences and internal receptions.

## Profile

- Qualifications:
  - Minimum of a Bachelor degree
  - You have preferably a degree in secretariat or administration
  - You have working experience of at least three years
  - You are fluent in French (mother tongue level or equivalent) and have a very good command of English
  - Experience in logistics, planning and follow-up;
- Professional and technical competencies:
  - You have a very good knowledge of all Office Tools (Word, Excel, PowerPoint etc.) and Google Apps
  - You feel comfortable working with different IT and web management tools
- Personal attributes and values:
  - You work in a very precise and organised way
  - You are capable of taking initiative and finding solutions to challenges
  - You can work in a team as well as on your own and learn quickly
  - You feel comfortable in an international and multicultural environment
  - You have strong interpersonal skills
  - You have very good organisational and time management skills.

## Highly valued

- Experience in a European network
- Knowledge of ESN projects
- Knowledge of other languages
- Experience of volunteering or work in NGO

## Term and conditions

- Full time position (38 hours/week)
- One year contract with the opportunity of extension
- 1.900€ brut monthly salary
- Transportation partly covered as by Belgian law
- Health insurance reimbursed

Please send your **motivation letter and CV** to [applications@esn.org](mailto:applications@esn.org). Please use the subject line "**Administrator**"

**Deadline** for the application is **January 10 2015, 23:59 CET**.

**Interviews will be scheduled and carried out on a rolling basis.**

Please don't hesitate to contact us in case you have any additional questions regarding the position. For more information on our research' projects please visit our website [www.esn.org](http://www.esn.org).