

SBS – SMEunited Management Assistant

Job description

Are you the energetic Management Assistant that will join our team, and ensure the smooth functioning of our most important project? Your range of tasks will consist of assisting the Director and the team of SBS in their daily work. You will offer support in meeting organisation, contact with partners and suppliers and other general administrative tasks. You will cooperate with the Finance manager and our Experts coordinators to finalise SBS' experts contracts and help with the invoicing. This position allows you to have a lot of personal contacts with SBS members and a variety of representatives from the European institutions and other stakeholders.

Do you like to work accurately and are you very organised? Can you easily handle the most common MS Office applications? Are you fluent in English, and do you also master other European languages? Are you a socially skilled person ready to work in an international environment, do you have a flexible attitude, and do you like to work in an independent way in a small team? Then we look forward to welcoming you in our team!

Overview of tasks

Assisting the Small Business Standards project you will:

- Manage the mailbox of SBS by sending communications to members, stakeholders and institutions, dispatching and following up on mail.
- Manage the correspondence by drafting letters, dispatching post, go to post office, receive and send deliveries.
- Manage the telephone by handling telephone inquiries and dispatch phone calls.
- Manage meetings and events following the calendar of SBS, prepare meetings (book rooms, organise catering, set up necessary audio-visual tools for distance meetings, send out invitations, follow up registrations, upload documents to the intranet, prepare documents for President and staff, etc.), welcome and registration at events, draft report of meetings.
- Make travel arrangements by booking flights and hotels via travel agency for SBS staff and representatives.
- Manage databases for SBS by setting-up and manage it daily, keeping it up to date.
- Manage filing system for SBS directors;
- Manage calendar of SBS President and Director by following up on calendar, planning and communicating detailed itinerary to President of SBS.
- Manage orders for stationery and office equipment for SBS, following up on office equipment maintenance, printing services, warranty, after sales, IT coordination, etc.
- Assist the Finance Manager by keeping track of the incoming invoices and prepare the payments accordingly.

Essential skills & competences

For this position, the candidate should have/be:

- Strong experience in the field of administrative management and hold a bachelor diploma.
- Fluent in English and French – knowledge of other European languages is an added value.
- Fully IT skilled, with good knowledge of MS Office applications and remote meeting applications (Skype for Business, Google Hangouts, Webex, Go-to-meeting, Zoom).
- Excellent interpersonal skills and be a team player.
- Analytical, creative and problem-solving abilities.
- Effective verbal and written communication skills.
- Attention to detail and high level of accuracy.
- Very effective organisational skills.
- Time management skills.

Conditions

The vacancy is a part-time position (24-30 hours per week) with a permanent contract under Belgian law. The position is based in Brussels. Applicants must have the right to work in Belgium. SMEunited offers a competitive salary package consisting of a monthly salary and several additional in-kind benefits. Attractive holiday plan is offered as well.

Flexibility and balance between work and private life are equally important.

How to apply: send a detailed CV and cover letter by e-mail to office@smeunited.eu – referral “SBS / SMEunited Management Assistant” **by Wednesday 17th March**

Please note that only shortlisted candidates will be contacted. Applications will not be returned. The successful candidate will be required to start working 1st April.

SBS or Small Business Standards (<https://www.sbs-sme.eu>) is a European non-profit association (aisbl) co-financed by the European Commission and EFTA Member States. Its goal is to represent and defend small and medium-sized enterprises’ interests in the standardisation process at European and international levels. Moreover, it aims at raising the awareness of SMEs about the benefits of standards and at encouraging them to get involved in the standardisation process.

SMEunited (www.smeunited.eu) is the employers’ organisation representing the interests of Crafts and SMEs in Europe with around 70 member organisations from over 30 European countries. SMEunited is a recognised employers’ organisation and European Social Partner and acts on behalf of crafts and SMEs in the European Social Dialogue and in discussions with the EU institutions. We represent national cross-sectoral Craft and SME federations, European SME branch organisations and associate members. We are a non-profit seeking and non-partisan organisation.