

## EMSP Office Manager position Job opening

**JOB TITLE:** Office Manager  
**REPORTS TO:** CEO  
**LOCATION:** EMSP, Rue Auguste Lambiotte 144/8, 1030 Brussels (Belgium based position)

**Work in a fast-paced environment where you will learn and be challenged every day. Getting in on the ground gives you the unique opportunity to contribute to EMSP's work improving the quality of life of people with MS.**

**If you are ready to make a positive impact and enjoy a true job satisfaction, we look forward to bringing you on board!**

### BACKGROUND

**The European Multiple Sclerosis Platform (EMSP)** was founded in 1989. EMSP is a Pan-European organisation representing over 1 million people living with Multiple Sclerosis (MS) through our 43 member MS societies from 37 European countries. EMSP represents their interests at European level and works collectively with its members to achieve together our common goals of high-quality equitable treatment and support for all people with MS throughout Europe.

### PURPOSE OF THE ROLE

You will manage EMSP offices with the smooth and effective coordination of the office, by providing administrative support to the CEO and the other team members as required.

You will be responsible for the facilities management, legal compliance, meetings and events back-office support and a range of HR functions.

## KEY AREAS OF RESPONSIBILITY

### Administration:

- Manage and maintain of EMSP's general administration in accordance with EMSP's operational plan.
- Act as the point of contact for internal and external stakeholders.
- Administrative assistance to the CEO and to the team members.
- Answer and direct phone calls.
- Organise and schedule appointments; maintain calendars for CEO and Executive Committee.
- Plan meetings and take detailed minutes.
- Assist in the preparation of regularly scheduled reports.
- Maintain the filing system – digitally and physically - organised in a way that can be easily accessed and understood by employees, filing various documents both on the computer and in filing cabinets.
- Update and maintain office policies and procedures.
- Inventory of office supplies and order office supplies.
- Update contact lists.
- Book travel arrangements.
- Sorting through and delivering mail to the appropriate recipients in the office.

### Governance:

- Support the CEO in the preparation of the Executive Committee and Council meetings and related activities.
- Prepare and submit for publications the annual update to the Moniteur Belge following the Council meeting.
- Ensure all governance documents are signed, filed and or shared to the relevant stakeholders.
- Review and update on a regular basis organisational compliance requirement in liaison with the CEO.

### Support Bookkeeping:

- Submit and reconcile expenses, income and contacts overviews.
- Processing payments of invoices pre-approved by CEO or Treasurer in the absence of the accountant or in case of urgent requests.
- Keeping track of receipts of office expenses or expenses incurred by projects coordinators and CEO.

- Review internal processes to ensure smooth interactions and flow of information between team members and External accountant.

#### **Projects/Events support:**

- Main contact point with the PCO for EMSP Annual Conferences.
- Support Projects Coordinators on the preparation of logistics for planned meetings and events.
- Support projects activities as required including mailings, note taking during meetings, etc. if required on ad hoc basis.
- Attend external events as requested and prepare briefings for the team as required.

#### **HR:**

- Onboarding of new employees.
- Completing payroll tasks required in liaison with the Secretariat Social: monthly reporting, answer queries from the team, review HR policies in liaison with CEO.
- Other administrative follow up in compliance with HR regulations.

### **PROFILE OF THE CANDIDATE**

#### **Required**

- BSc/BA in office administration or relevant field; additional qualification as a Secretary or Human resources will be a plus.
- Proven 3+ years experience as an administrative, HR and/or financial responsibilities.
- Sound understanding of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent organisational and time management skills.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Fluent in written and oral English and French.
- Accuracy and attention to details.
- Availability to travel.
- Brussels based: reliable to commute or relocate before starting the work.
- Work permit in Belgium.

### Desirable

- Knowledge and experience of membership-based NGOs.
- Team player, creative with a structured approach.
- Willingness to go the extra mile and embrace new ideas.
- Additional EU languages.

### WHAT DO WE OFFER?

**Salary:** Between 4,000 to 4,500 EUR monthly gross salary depending on experience

**Term of appointment:** Permanent employment contract (starting as soon as possible).

**Hours of work:** 38 hours per week.

**Other benefits:** Package including lunch vouchers, transportation costs and health and pension insurance.

### UP FOR THE CHALLENGE?

Please **send a cover letter and CV in English** by email to [office.manager@emsp.org](mailto:office.manager@emsp.org). Only complete applications will be considered.

Submission deadline: 29<sup>th</sup> January 2024.

Email subject line should include:

*"HR | Application to the EMSP Office Manager post"*

Only shortlisted candidates will be contacted on a rolling basis.