

## Office Manager

Do you want to wake-up every day to support a cause and improve public safety in Europe? Don't look further and apply to join EENA, the European Emergency Number Association.

We are looking for an Office Manager who will be responsible for managing administrative, HR and logistics activities that facilitate the smooth running of the office. S/he will also provide support to the Events and Comms team. The creation of this new role within our organisation aims at making sure that all team members will be able to focus on their area of expertise. The Office Manager will therefore be a crucial and central person: in other words, we are looking for a very reliable colleague that will help the team to better serve our core objective: improving the safety and security of the people in Europe.

You will work in close collaboration with the Managing Director as well as with the Events Managers and the Communications and Press Manager.

### MISSIONS

#### Office logistics and Administration Management

- Managing supplies, equipment, services required for the smooth running of the office;
- Payment of invoices;
- Preparing invoices and following up payments;
- Supporting accountancy preparation & budget preparation/updates;
- Staff travel arrangements (in coordination with our travel agency);
- Scheduling team meetings and taking notes; Setting up the meeting room when meetings scheduled at the office
- Other tasks as required.

#### HR Management

- Making sure that staff get paid correctly and on time;
- Coordinating holidays/days off;
- Looking after the health, safety and wellbeing of all employees;
- Organising staff training sessions and activities;
- Making all staff use EENA tools properly;
- Preparing onboarding (logistics and basic training) of new staff;
- Other tasks as required.

#### Events support

- Participants registrations management; Invitation letters preparation when needed;
- Speakers or VIPs' travel arrangements (in coordination with our travel agency);
- Event support onsite;
- Other tasks as required.

#### Comms support

- Managing databases/ mailing lists;
- Websites updates;
- Reviewing EENA documents before publication (English language, typos... etc);
- Other tasks as required.

### SKILLS

- At least 5 years' experience in office logistics and administration management;
- Excellent English and French; good knowledge of other EU languages is a plus;
- Strong proficiency in Microsoft Office suite;
- Experienced use of Content Management Systems a plus;
- Experienced use of CRMs a plus;
- Experienced use of mailing lists like Mailchimp a plus;

Apply if you have/are:

- Highly reliable;
- Strong attention to details;

- Strong proven organisational and time management skills;
- Strong sense of initiative and a can-do attitude;
- Business with people oriented;
- Based in Brussels.

## OFFER

By joining EENA, you will be part of a solid and stable organisation doing its part to improve the safety of citizens.

For this full-time position, we offer a good salary package (with a permanent contract) with benefits in line with the experience of the selected applicant. The package offered to newcomers includes 25 days of holidays, possibility to homework regularly, a full hospitalisation/dental/ambulatory DKV insurance, lunch vouchers and a professional mobile phone contract.

Please note that EENA is an equal opportunities employer and does not discriminate based on race, gender, religion, orientation. We take pride in being a diverse and inclusive environment.

## APPLY

Does this profile sound like you? We look forward to receiving your application!

Deadline: **19 June 2022**

Please send the following documents to Jérôme PÂRIS ([jp@eena.org](mailto:jp@eena.org)):

- your CV
- a cover letter

You should add "Application to the Office Manager position" in the subject of your email.

Please note that only candidates selected for an interview will be contacted.

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## ABOUT EENA

EENA, the European Emergency Number Association, is a non-governmental organisation based in Brussels. We are dedicated to improving people's safety and security by promoting high-quality emergency services throughout the EU (and beyond).

How can citizens get the best help possible if they find themselves in an emergency? This is the question we continuously try to answer!

Our vision is that every citizen can access emergency services and receive the appropriate information and care during an emergency or a disaster. To that end, we want to be the organisation in the sector driving change and making an impact.

We work on a wide range of topics like Automated External Defibrillators (AED) mapping, alert to the population in case of disaster, providing the most accurate location of the caller to emergency services, cybersecurity, using video to call emergency services, and much more.

EENA is the go-to place for emergency services, public authorities, decision-makers, researchers, associations and solution providers working in this field. EENA's membership includes more than 1500 emergency services representatives from over 80 countries worldwide and more than 100 solution providers, among other stakeholders.

More about us: <https://eena.org/about-eena/mission-and-vision/>