

EUA is looking for a
Membership / Administrative Assistant (Full-time)

EUA is urgently seeking to recruit an experienced Assistant to support the Secretary General's office.

Main responsibilities

1. Membership support

- Maintain the integrity and the quality of the member database;
- Assistance in the follow-up of membership resignations and exclusions;
- Collection of fees and follow-up of unpaid fees;
- Preparation of different membership reports, analysis of membership data.

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

- Assistance in the logistical organisation (venue, technical equipment, accommodation, etc.) and liaising with members;
- Managing registration and online registration tool;
- Preparing participant lists, voting lists, name plates, ballot sheets etc.;
- Follow-up of payments, proxy-letters and invoices, managing expense claims and time sheets.

3. Ad hoc administrative support

Background and Qualifications

- Proven experience in administrative work in a membership organisation is required;
- Excellent command of English, knowledge of Russian desirable, and any extra European language is an asset;
- First rate (email) communication skills, with the ability to deal with people at all levels;
- Organised, methodic, conscientious with a good sense of team work;
- Strong IT skills (with a focus on Excel) and analytical skills;
- Familiar with databases (CRM);
- Ability to occasionally work outside office hours.

What we offer

The Association offers a permanent contract and an attractive remuneration package, including the full reimbursement of public transport costs, lunch vouchers and a pension plan.

Our dynamic and committed staff members come from across Europe and beyond and we highly value our diversity. Our office is conveniently located in the European Quarter near the Merode metro station.

How to apply

If you feel that you have the skills and competences for the job and could fit into our team, please email your CV and a motivation letter, quoting your salary expectations, to HR@eua.eu.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

Deadline: **28 February 2019**

EUA regrets that it is unable to acknowledge all applications received.
Please note that only suitable candidates will be invited for an interview.