

EUA is looking for a

## **Membership / Administrative Officer (full-time)**

EUA is seeking to recruit an **experienced** administrative officer to support the Secretary General's office.

### **Main responsibilities**

#### 1. Membership support

- Ensure the practical follow-up of new membership applications and of correspondence with new members;
- Handle administrative queries from existing members;
- Encourage member engagement with the association in collaboration with other colleagues;
- Contribute to the quality of the data collected in the association's CRM;
- Ensure the collection of fees and follow-up of unpaid fees;
- Prepare different membership reports, including analysis of membership data.

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

- Assistance in the logistical organisation (venue, technical equipment, etc.) and liaising with members;
- Managing registration through an 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 and interpersonal 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 CRM systems;
- Ability to occasionally travel and 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](mailto:HR@eua.eu).

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

Deadline: **31 May 2019**

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