Office manager (full time) – 4 months contract

The European Heat Pump Association is looking for an interim office manager (min. 4 months, replacement for maternity leave) to take care of the administration and day-to-day running of the association in Brussels:

- **Closing date for applications:** 22.06.2020
- **Ideal starting date for the job:** 01.08.2020

**Main tasks**

- **Accounting**
  - Handling of all incoming and outgoing invoices
  - Reporting to the accountant
  - Financial reporting of EU projects
  - Budget management
  - Support in preparing financial reports
- **Human resources**
  - All paperwork for salary payment (with secretariat social “Partena”)
  - Preparing job adds, organising and managing interviews if necessary, preparation of contracts
- **Members management:**
  - Handling applications and cancellations
  - Giving access to internal part of website
  - Other requests
- **Event organisation:** General Assembly
- **Other:**
  - Travel organisation
  - Punctual updates of website
  - Selling of market report

**Requirements:**

- You have previous experience in dealing with invoices and intricate analytical accounting structure
- Excellent numerical skills
- Excellent knowledge of Excel and in general very good IT skills
- Office management experience of at least 3 years.
- Excellent organisation skills with an eye for detail
- Structured mindset
- You have a good knowledge of the Belgian legal framework for accounting, human resources and associations
- Proficient English
- Work permit in Belgium
The successful candidate should be very organised and structured. He/she is capable of adapting fast and work alone, understand the organisation’s structure and accounting structure to be able to deal with all incoming and outgoing invoices.

Please send your CV and cover letter in pdf named: name_CV and name_CL. explaining why you would be a good fit for this EHPA for the attention of: Ms. Maja De Noyette with “Office manager application - EHPA” as the subject. (maja.denoyette@ehpa.org)

**Only short-listed candidates will be contacted for an interview.**