



Office and Executive Assistant

The European Heat Pump Association (EHPA) is looking for an Office and Executive Assistant to join the Operations team. As Office and Executive Assistant, you will provide comprehensive support to the Director General and ensure the smooth operation of the office. This role requires a highly organized, proactive, and professional individual capable of managing multiple tasks and priorities efficiently.

The Role:

Executive Support:

- Assist the Director General in daily activities, including managing schedules, scheduling and organizing meetings, and preparing meeting materials.
- Schedule and organize Board of Directors and Executive Board meetings
- Handle confidential information with discretion and maintain the highest level of professionalism.
- Coordinate travel arrangements, itineraries, and accommodations for the Director General according to EHPA's internal policies.
- Prepare and review correspondence, reports, and presentations.
- Liaise with internal and external stakeholders on behalf of the Director General.

Office Management:

- Oversee day-to-day office operations to ensure a well-functioning work environment.
- Maintain office supplies, equipment, and inventory; ensure timely replenishment and maintenance.
- Manage the office budget and expenses, ensuring cost-effective operations.
- Coordinate with service providers and vendors for office-related services.
- Implement and maintain office policies and procedures, ensuring compliance with organizational standards.

Administrative Support:

- Provide administrative support to operations team members as needed.



- Organize and maintain physical and electronic files, ensuring documents are easily accessible and up to date.
- Handle incoming and outgoing communications, including emails, phone calls, and mail.
- Assist in organizing company events, workshops, and conferences.

- **The Profile**
- Bachelor's degree in Business Administration, Office Management, or a related field.
- Proven experience as an Executive Assistant, Office Manager, or in a similar role.
- Excellent organizational and multitasking skills.
- Strong written and verbal communication skills in English; proficiency in French is an asset.
- High proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Teams) and office management software.
- Ability to work independently and as part of a team
- Professional demeanour, with strong interpersonal skills.
- Work permit for Belgium.

The Offer

- Permanent contract to start as soon as possible.
- Attractive salary depending on level of experience.
- Holiday allowance
- 13th month pay
- Hospitalisation, medical and dental insurance (DKV)
- Representation allowance: 50€
- Home office allowance: 100€
- Lunch vouchers (8€/day)
- Eco-vouchers (250€/year)
- Public transport allowance (49€/month)
- IT material (laptop, telenet abonnement, further IT material under request).
- 5 extra holidays (on top of the 20 legal Belgian holidays)
- Bike lease possibility
- Training allowance: up to 1500€/year

- Join a dynamic and international team in the capital of the European Union.

How to Apply:

Send your CV and cover letter (no more than 1 page each) **before the 30th of August** to recruitment@ehpa.org, quoting in the subject line: “Office and Executive Assistant– your name and surname”. Applications will be reviewed on a rolling basis.

Starting date: ASAP

About EHPA:

The European Heat Pump Association (EHPA) represents the European heat pump sector. Our 220+ members include heat pump and component manufacturers, research institutes, universities, testing labs and energy agencies.

EHPA works to shape EU policy that allows the heat pump sector to flourish, and heat pumps to become the number one heating and cooling choice by 2030.

EHPA advocates, communicates, and provides expert policy, technical and economic input to European, national, and local authorities, and to our members.

We organise high level events and manage or partner in multiple projects.

EHPA coordinates the Heat Pump Keymark – a European certification scheme for all heat pumps, combination heat pumps, and hot water heaters.

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We work to shape EU policy that allows the heat pump sector to flourish, and to become the number one heating and cooling choice by 2030. Heat pumps will be a central part of a renewable, sustainable and smart energy system in a future decarbonised Europe.