

Office Coordinator vacancy

Fertilizers Europe is on the hunt for a dynamic person with impeccable organizational and communication skills.

You will oversee daily office needs and coordinate, together with the Head of Administration, administrative tasks and support the smooth functioning of our office. We are looking for someone committed to maintaining a positive and efficient workplace. If you're ready to make a significant impact and contribute to our company's success, we invite you to apply and join our dedicated team in a fully European environment.

Fertilizers Europe, the leading association in the fertilizer industry, represents the interests of the European fertilizer industry. We are the source of information on fertilizers and the sector's voice in Europe. We deal with questions related to agriculture, environment, technology, safety, economy and trade.

Deadline to apply: 1 June 2024 – Starting date: ASAP

Full time on-site in Brussels

Responsibilities

- Provide general support to visitors as well as to the office
- Logistics organization of internal meetings and eventual support to external meetings
- Travel arrangements
- Monitoring of office supplies and needs
- Keeping IT systems and data bases up to date

Education, Skills & Competencies

- Bachelor's degree in Executive Assistant or, if not, at least 5 years in a similar position
- Full command of French and an excellent level written and spoken of English
- Excellent knowledge of the main Office 365 softwares

Your personality

- Open and flexible
- Natural firmness, maturity and service mindedness
- Willingness to solve problems and support colleagues
- Good communication skills

Benefits and perks

- Competitive salary
- Health insurance
- Retirement plans (group insurance)
- Lunch vouchers
- Flat monthly fee

Please send your CV AND motivation letter to jenny.wahlman@fertilizerseurope.com by 1 June 2024.

CVs with no motivation letter will not be taken into consideration, thank you.

