# Executive Secretary

**Job Summary:**

The Executive Secretary will provide administrative support to the EDF secretariat in Brussels.

**Reports to** Manager for Administration , Finance and Human Resources

**Purpose of the role:** to ensure the smooth functioning of the EDF secretariat in Brussels through carrying out administrative and organisational tasks, assisting in human resources, as well as helping EDF to continuously improve its administrative functioning.

**Job Description**

**Human resources (HR):**

* Provides administrative support and assistance to Human Resources management: assisting in payroll process, answering queries from staff and administration in the various payroll offices, expense claims, annual leave, assisting in dealing with extra-legal benefits (luncheon vouchers, pension scheme, staff insurances).
* Ensuring EDFs HR manual is updated as new policies are developed and arranges an annual HR update for the EDF team, and briefing new staff.
* Recruitment and staff induction- assists in setting up interviews, and preparing for and welcoming new staff (workstations, building access, IT set-up , ensuring they are on the list for insurance, luncheon vouchers etc).
* Handling confidential HR documents ensuring they remain secure.

**General administration and finance:**

* Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, managing contacts, and other documents.
* Arranging formal signature of contracts and filing of these
* Liaise with Belgian administration services (for example: uploading EDF updates statutes and documents relevant to our registration in the Moniteur Belge).
* Liaise with the European Administration services ( for example: applying for Parliament badges for staff, updating EDF on the EU transparency register)
* Assisting in reporting process and financial audit.
* Basic book-keeping.
* Performs additional administrative duties as assigned by EDF Director and Deputy Director (management of reimbursements, arranging meetings and ensuring these are accurate in the public calendar and in EDF monitoring and reporting sheets)

**Office management**

* Facilitating link between EDF Secretariat staff and office support services such as IT company, Mundo Office admin (contacting the companies, centralizing requests, booking meeting rooms, etc.).
* Performs office tasks including office organization and good maintenance, arranging work stations and shared spaces, distributing mail, picking up parcels, arranging printing on paper, and in Braille, etc.
* Organizations of materials within the office, ordering supplies, negotiating with services and good providers, getting quotes in line with our procurement policies.
* Proposing and implementing systems for managing the office collectively

**Meetings and events in cooperation with the events organiser**

* Support in the organisation of small meetings, both in person and online.
* Arranges travel and accommodation for staff, governing bodies members, and partners.
* Assist the event organizer in scheduling and organizing meetings online and in person, attending, taking notes and recording minutes when necessary
* Assists the events coordinator in the effective and efficient planning of large events.

**Required Skills/Abilities:**

* Excellent verbal and written communication skills in English and French
* Excellent organizational skills and attention to detail and ability to be assertive
* Excellent time management skills with a proven ability to meet deadlines
* Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
* Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software
* Proven Integrity, confidentiality and discretion
* Very good interpersonal skills, resistance to stress and sense of humour
* Basic understanding of Belgian administrative procedures for administration, management of NGOs and human resources.

**Education and background experience**

* At least two years of related experience required
* Educational background in administration, management and accounting or related field preferred
* Basic knowledge in accessibility and working with persons with disabilities or willing to learn