



The International Federation for Spina Bifida and Hydrocephalus is looking for an experienced Office Manager

The International Federation for Spina Bifida and Hydrocephalus (IF) was founded by people with spina bifida and hydrocephalus (SBH) and their families in 1979. Over the years, it has grown from a voluntary association into a professional organisation of persons with disabilities with global coverage, democratic structure and transparent and accountable processes. IF's mission is: to improve the quality of life of people with SBH and their families; and to reduce the incidence of neural tube defects and Hydrocephalus by primary prevention; by raising awareness, and through political advocacy, research, community building and human rights education. More information can be found on www.ifglobal.org.

For our office in Brussels, we are looking for an Office Manager to organize and coordinate administration duties and office procedures. Her/his role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety.

Office manager's responsibilities include providing administrative follow-up of activities and projects, general administrative support to our employees, making travel arrangements, and hotel and venue bookings for events. Previous experience as a Front office manager or Office administrator would be an advantage. A successful Office Manager should also have experience with a variety of office software and be able to accurately handle administrative duties. Ultimately, the Office Manager should be able to ensure the smooth running of the office and help to improve our procedures and day-to-day operation.

Job Description

Job Title: Office Manager

Salary: according to PC 329 and seniority

Nature: full time (negotiable)

Location: Brussels, Belgium

Start Date: ASAP (September 2018)

Job Duties

Office

- Provides general support to the staff;
- Maintains office efficiency by planning and implementing office procedures, systems, layouts, and equipment procurement;
- Acts as a central point of contact for the organisation, managing the general inbox and telephone
- Organises the office layout and maintains the office condition;
- Liaises with external service providers (cleaning, ICT);
- General filing, photocopying, mailing and correspondence as required.

Finances

- Ensures that all invoices and bills are paid on time and coded correctly and keeps basic level accounts
- Prepares basic financial and payroll information for submission to the external bookkeeper and payroll provider.

Organisation

- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Organises routine office operations and procedures (such as expense reimbursements)
- Responds to employees queries regarding office management issues (e.g. stationery, HR, Hardware and travel arrangements)
- Prepares and (co-)organises conferences/workshops/meetings/events and ensures that the necessary venues, equipment, hotel rooms, catering etc are arranged to requirement and accessible
- Keeps an overview on team's meetings and appointments

Required Skills and Qualifications

- Proven experience as an Office manager, Front office/ supply manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Practice in managing staffing processes, developing standards
- Attention to detail and problem solving skills
- Excellent written and verbal communication and reporting skills
- Strong organisational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements with a proactive attitude
- Proficiency in MS Office and GSuite
- Experience with servicing and organising meetings/events
- Experience in tracking budget expenses and basic bookkeeping
- Hands-on experience with office machines and good IT skills
- Bilingual Dutch or French with English, preferably also with conversational level in the other official Belgian language
- A strong commitment and enthusiasm to work within NGO sector and understanding of equality and diversity/disability

To apply

Qualified candidates should submit a cover letter and CV in English to:

jobs@ifglobal.org

Deadline for applications: 13 August 2018

Please note that only shortlisted candidates will be contacted.

The International Federation for Spina Bifida and Hydrocephalus is an equal opportunity employer.