



VACANCY IN SPIRITSEUROPE: OFFICE MANAGER

8 December 2017

spiritsEUROPE is the representative body for the spirits industry at the European level. Its membership comprises 31 national associations representing the industry in 24 countries, as well as a group of 8 leading spirits producing companies. spiritsEUROPE is currently seeking to recruit **an Office Manager in its Brussels-based secretariat**. He/she will be responsible for:

Office management: Maintaining an effective and pleasant office environment

- Organising supplies and equipment, and any necessary works and repairs
- Managing contracts and price negotiations with office vendors, providers and landlord
- Coordinating with IT experts on all computers, laptops, software, etc
- Liaising with the social secretariat, landlord, all insurance companies, and facility management vendors, including cleaning, catering
- Managing the office reserve of spirits products

Bookkeeping: Preparing and transferring quarterly data to the organisation's accountant, and coordinating with the auditor at the time of the annual audit

- Invoicing and following up subscriptions to members, and fees for various events
- Making all online and manual payments, including payroll / meal checks
- Managing the office 'General & Administrative' budget

Administrative support: Answering telephone calls, assisting in mailings

- Scheduling and organizing in-house and/or off-site meetings, travel and appointments
- Updating members contacts (database & mailing lists)
- Organising publications in the Official Journal – e.g. Board, General Assembly, etc
- Updating the EU Transparency Register & renewal of badges for staff at the EP

Desired attributes of the Office Manager:

- Ability to take control of office procedures and administration duties;
- Expertise in organising meetings and appointments. Should also have experience with a variety of office software (email tools, databases);
- Management skills to ensure the smooth running of the office;
- At least five years' experience in a similar job;
- Fluent English/French speaker. Proficiency in Flemish will be a bonus.

The successful candidate will report directly to the spiritsEUROPE Director General. Salary negotiable commensurate with the importance of this position. Ideally, the candidate would be available to take up this position as from mid-January 2018.

Interested candidates should send a copy of their CV along with a cover letter to Ulrich Adam via adam@spirits.eu, cc: brigaudeau@spirits.eu.

THE CLOSING DATE FOR APPLICATIONS IS 22 DECEMBER 2017.