

Job Description – Office Manager (half-time)

Purpose of Job: To be responsible for the daily running of the Secretariat and administration of projects to achieve the aims of MPG

Key responsibilities

- Filing and organisation of technical and financial documents
- Overseeing updating of MPG’s internal management systems (office agenda of meetings, travel and holiday, timesheets, project management software)
- Preparing and submitting project reports or applications to funders or potential funders, in close collaboration with the two Programme Directors
- Technical assistance for staff (e.g. booking travel and accommodation)
- Working the Financial Officer on bookkeeping, payments and financial reporting if necessary
- Managing MPG’s human resources with the social secretariat
- Providing logistical support for national/international meetings
- Overseeing service contracts (photocopier, cleaning, rent, computer services, internet, telephone, etc.) & ordering office equipment
- Mail and telephone handling

Person Specification

<p>Skills, knowledge and experience</p>	<ul style="list-style-type: none"> • Experience or training in managing day-to-day administration • Knowledge of Belgian social/AISBL law • Excellent organisational and administrative skills • Excellent literacy/numeracy skills to analyse and present financial information effectively • Experience or training in bookkeeping • Proficiency on Microsoft Office suite and internet • Experience in developing and monitoring budgets and applications • Fluency in English and French (additional languages are an asset) • Experience in event organisation and preparation
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Good team-working skills including commitment and flexibility • Attention to detail and eye for accuracy • Ability to work to deadlines and follow-up on tasks – comfortable in setting and sticking to own deadlines and responding to others’ • Ability to work independently and propose new actions as appropriate • Tact and diplomacy • Ability to work with staff at all levels and from diverse backgrounds • Sympathy with the work and objectives of MPG