

## Job Description – Office Manager

### Part time (19 hours/week)

**Purpose of Job:** To be responsible for the daily running of the Secretariat and administration of MPG

**Starting time:** Mid October 2021

#### Key responsibilities

- General secretariat administration (filing, agenda management, timesheets, travel bookings, mail, email and answering telephone etc.)
- Support to accounting department (invoices and credit card statements)
- Human resources (relation with social secretariat, salaries, leave requests, Sodexo orders, drafting contracts, following up on insurance record, Prevention and Protection at Work reports and answering questions from staff unfamiliar with Belgian social law)
- Liaising with IT help + basic installations and troubleshooting + account and access management for IT tools (Microsoft 365, timesheets, network drive, Slack, Zoom, etc.)
- General office management (liaison with proprietor, IT services and licenses, office/kitchen supplies, cleaning company and other suppliers)
- Support with preparation of Board documents and publications to the Belgian Gazette (Moniteur Belge)

#### Person Specification

Skills, knowledge and experience	<ul style="list-style-type: none"> <li>• Experience or training in managing day-to-day administration</li> <li>• Knowledge of Belgian social law</li> <li>• Good literacy/numeracy skills</li> <li>• Good IT admin skills (Microsoft 365, NAS access, basic troubleshooting etc.)</li> <li>• Fluency in English and French (additional languages are an asset)</li> <li>• Experience in event organisation and preparation</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Strong organisational and multi-tasking skills</li> <li>• Good team-player skills including commitment and flexibility</li> <li>• Attention to detail and eye for accuracy</li> <li>• Ability to work to deadlines and follow-up on tasks – comfortable in setting and sticking to own deadlines and responding to others'</li> <li>• Ability to work independently and propose new actions as appropriate</li> <li>• Tact, diplomacy and discretion</li> <li>• Ability to work with staff at all levels and from diverse backgrounds</li> <li>• Sympathy with the work and objectives of MPG</li> </ul>

- **Conditions**

- The Office Manager will work under the supervision of MPG's Director and Deputy Director.

- **Contact**

Please note that:

- Applications should be sent in English.
- Applications should be composed of a CV and a motivation letter.
- Applications should be sent electronically to [jobs@migpolgroup.com](mailto:jobs@migpolgroup.com). No written applications will be accepted.
- The deadline for applications is 13 August 2021.
- Only candidates selected for an interview will be contacted.