



## **Project Administrative Assistant**

### **Location: Brussels**

Ecorys is a leading provider of research, consultancy, programme management and communications services to European institutions and agencies. We have passionate teams working on meaningful policies that have an impact on people's lives across Europe and beyond. We are a highly international, socially responsible and employee-owned organisation. As we celebrated our 90<sup>th</sup> anniversary, we are proud, and more than ever determined to help our clients address key societal challenges.

Ecorys has a long experience of delivering high quality and independent policy research & analysis for European Commission services across a range of policy fields. In recent years, the Ecorys Brussels office has successfully widened its policy portfolio into a variety of so-called '*hybrid projects*' characterised by a mix of technical assistance, management consulting, communications, event organisation and policy research.

As part of this, we have built an excellent track record of managing large assistance mechanisms and stakeholder platforms for the benefit of European Commission - Directorate Generals, the EU Member States as well as local and regional stakeholders.

We are now looking for an enthusiastic team player to join us in Brussels as "Project Administrative Assistant".

### **KEY RESPONSIBILITIES**

Ecorys Brussels is looking for a dynamic and motivated person to support the effective delivery of the project portfolio within our Policy and Research Team. The successful candidate will undertake specific tasks on identified projects, under the supervision of a Project Manager, including:

#### **Support the work winning phase:**

- Help research / gather information for proposals;
- Collect and check all relevant paperwork;
- Up-dating track records and supporting materials;
- Maintain project systems, databases, trackers and filing;
- Format key documents.

#### **Support in delivering assignments:**

- On an on-going basis, provide support to the contract delivery team;
- Completing relevant project documentation;
- Formulating and updating project schedules;
- Managing risks and issues;
- Creating and updating Excel spreadsheets as requested;
- Logging and tracking all project plans and project documentation;
- Assist in the preparation and distribution of materials;
- Any other reasonable duties that may be required.

#### **General duties:**

- Help prepare key documents for meetings;
- Assist with finances / invoicing and submission of reports;
- Assist with contracts (service agreements and sub-contracts);
- Respond to email enquiries and convey accurate information promptly and appropriately;
- Organise couriers;
- Help to improve internal administrative systems;
- To undertake other duties as requested, appropriate to the grade of this post.

## PROFILE

### *ESSENTIAL*

- An excellent level of written and spoken English - additional language skills are an advantage;
- Proficiency in IT tools such as Microsoft office (Word, Xls, Ppt, ...), Skype, Outlook, etc.;
- Good experience in organising meetings, particularly in the drafting and launching of invitations, management of participants, liaison with the different stakeholders, travel and accommodation arrangement, etc.;
- Advanced customer care skills, problem-solving and 'can-do' attitude;
- Discretion and tact in dealing with sensitive information;
- Excellent attention to detail, time management (an ability to work flexibly and organise and prioritise parallel tasks) and organisational / administrative skills;
- Experience of working in a demanding environment and effectively managing competing demands in short timescales;
- A curious mind.

### *DESIRABLE*

- Experience in working with/for European Institutions, EU clients, partners and organisations;
- Good knowledge and understanding of the functioning of EU institutions.

## WHAT WE OFFER:

- A fascinating job in a, dynamic, international and diverse team, based in the heart of Brussels, at a leading European research and consultancy company;
- Considerable room for professional and personal development and opportunity to be part of a 'learning organisation';
- Start date: from 01/02/2020 onwards;
- Salary: attractive conditions dependent on experience and expertise;
- The post holder will be entitled to 27 days of paid annual leave in addition to 10 days of bank holiday;
- A Belgian permanent contract - full time based in our Brussels office.

## APPLICATIONS

We encourage interested and qualified candidates to submit their CV and 1-page cover letter in English to [workingBXL@ecorys.com](mailto:workingBXL@ecorys.com) using the subject **"Application Project Assistant BRUSSELS"**.

Shortlisted applicants will be invited for an interview and written test at the Ecorys Brussels office.