

ADS Insight is seeking an Executive Assistant/Office Manager to join our team in Brussels

ADS Insight is a leading international, multi-disciplinary and multi-lingual EU public affairs consultancy. We are based in Brussels and have branch offices in Germany, Sweden, Poland and Italy. Known as the nicest consultancy in town, we take care of our relationships and invest in our own understanding of the topics and challenges our clients are faced with. We are very proud of our reputation as a valuable resource to both public and private entities, and offer our clients tailor-made advisory services in the areas of EU policy, funding, and PR. Promoting effective policies that protect people, planet and economic prosperity - for and with our clients - is our mission. We are proud to be among the top consultancies listed on [BestInBrussels.eu](https://www.bestinbrussels.eu), and are known for our commitment to sustainability and to the UN Sustainable Development Goals.

Job description

ADS Insight is seeking a dynamic and responsible executive PA/office manager to join our team of 15 in Brussels. The position is full time, with flexibility for a 80% scheme.

Administrative, financial and HR responsibilities and tasks including:

- General admin support to the team
- Personal assistance to the Managing Director
- Support to the financial adviser
- Keeping track of and paying bills and invoices
- Payroll encoding and management
- Ensuring employee files and data are accurate (insurance and payroll information)
- Booking and travel arrangements for colleagues
- Scheduling team meetings
- Support of events organisation
- Update website and IT licenses(wordpress, liaise with IT expert)
- Contacts with suppliers (office rental, office and equipment maintenance, supplies, etc.)
- Managing office supplies

Qualifications and requirements

The successful candidate will have the following qualifications:

- 10 years of relevant experience and excellent references
- Fluent in English, French and Dutch
- Good organisational and interpersonal skills
- Advanced IT proficiency is a must. This includes Google and Microsoft suites (Word, Excel, and PowerPoint), webinar tools, etc.
- Flexibility and ability to work as part of a multicultural and dynamic team
- Excellent written and verbal communication skills
- A bachelor's degree or equivalent and a broad interest in current affairs
- PA diploma or certification would be considered an advantage

Salary will be commensurate with experience.

Interested?

Please send an application letter (1 page) and CV to the attention of Mikaela Nordenfelt (m.nordenfelt@ads-insight.com), by **25 October 2021**. Interviews will be conducted on a rolling basis starting 20 October. Only short-listed candidates will be contacted. Expected starting date: **asap**.