



## Office Manager – Executive Assistant

**ecta**, the european competitive telecommunications association

**Brussels** (1040, rue de Trèves 49/51), **Half-time**.

### Company profile:

**ecta**, the european competitive telecommunications association, is the pan-European pro-competitive trade association that represents more than 100 of the leading challenger telecoms operators and digital solutions providers across Europe. For more than two decades, **ecta** has been supporting the regulatory and commercial interests of telecoms operators, ISPs & equipment manufacturers in pursuit of a fair regulatory environment that allows all electronic communications providers to compete on level terms. Our members have been and are among the leading innovators in Internet services, broadband, business communications, entertainment and mobile.

[www.ectaportal.com](http://www.ectaportal.com)

### Key areas of responsibility:

- Diary management for the Director General and other **ecta** staff members, including making travel arrangements, setting up conference calls and meeting organisation;
- Coordinating internal and external meetings so that they run smoothly (scheduling, booking rooms, catering, support during the meeting, etc.);
- Maintaining records of meetings and ensuring that action points are followed-up;
- Accurately preparing, formatting and/or verifying various documents (letters, presentations, position papers, etc.);
- Assisting the management of Board- and CEO Council-related administration and planning activities;
- General management of office supplies and contractors, phone and physical reception and electronic and physical filing systems;
- Managing administrative aspects of HR, including holiday and sickness records, personnel files, health, life insurance and pension schemes;
- Managing and inputting accounts information, including raising invoices for conferences and memberships also including maintaining employee expense claims;
- Managing payments of purchase ledger accounts, customer receipts and credit control;
- Supporting events organisation and administration, processing conference registrations, updating the conference website, managing on-site registration and providing other on-site support;
- Updating the **ecta** website, including uploading of press releases and latest news information, managing registered members on website;
- Updating and maintaining the association databases as and when required;
- Other administrative duties as reasonably requested by the Director General.

**Reporting line:**

Reporting to the Director General

**Requirements:***Essential*

- Bachelor's or Master's degree;
- 2+ years of relevant experience in office management/Executive Assistant preferably in a small organisation;
- First-class written and verbal communications skills in English and preferably also in French;
- Good knowledge of the Microsoft Office suite including Outlook, Word, Excel and Power Point and sound understanding of CRM/databases;
- Excellent planning and organisational skills;
- Team-minded, flexible and with a consensual approach and able to work well in a small team;
- Positive attitude, friendly personality and outstanding diplomatic interpersonal skills (in writing, on the phone and in person);
- High attention to detail and dedicated to providing work of excellent quality;
- Assertive, pro-active and able to work on own initiative;
- Ability to cope with pressure and to meet tight deadlines;
- Ability to cope with various simultaneous demands;
- Upholding the highest ethical standards at all times, with high integrity and loyalty, and showing discretion and professionalism.

*Will be considered as a plus*

- Other languages;
- Good understanding of basic accounting principles;
- Experience with Microsoft SharePoint and Joomla;
- Understanding of and/or experience in the European telecommunications sector, a European industry association or the European institutions;
- Knowledge of conferences and trade shows organisation.

**Our offer:**

We offer a competitive salary in line with skill levels and experience, plus a comprehensive package of benefits in a vibrant, meaningful and empowered working environment.

**How to apply:**

Applications, in English, should be sent no later than **31 January 2021** to [hr@ectaportal.com](mailto:hr@ectaportal.com), and should consist of (i) **a letter of motivation** and (ii) **an up-to-date CV**. Please indicate how you became aware of this job opportunity.