

## **Job Description**

### **Office Assistant EUSTAFOR & the European Forestry House**

The European State Forest Association (EUSTAFOR), along with the Confederation of European Forest Owners (CEPF), are looking for an Office Assistant to start as soon as possible.

The Office Assistant, in addition to working directly for EUSTAFOR, is responsible for the efficient functioning of the European Forestry House (EFH) through a wide range of **administrative and practical tasks**.

The place of work is in the heart of the European Quarters, in a historical building situated on the Place du Luxembourg. The European Forestry House is a center of competence which brings together 5 forest-based associations. In total, there are 17 colleagues from all over Europe. The EUSTAFOR team currently consists of 5 people. The working language is English, but fluency in French and familiarity with the Belgian way of life are required to navigate through local practices and coordinate with service providers.

The position is part-time, Monday through Thursday. The nature of the tasks does not allow for teleworking.

#### **List of tasks for EUSTAFOR:**

Administrative: Liaise with EUSTAFOR's 39 members, maintain send lists, update the website (WordPress), provide diverse practical support to the team, oversee workplace inspections, manage document workflow and filing (meeting minutes, supplier contracts, invoices, etc.).

Legal: Implement new Belgian laws (BCCA, GDPR), update the statutes and insurance when necessary. For the annual General Assembly, ensure conformity with the statutes (deadlines, elections, voting, proxies, etc.) as well as post-meeting publications and updating of registers.

Organization of internal meetings: Prepare timetables, venue, technical equipment, catering, coordinate with speakers and participants and take meeting minutes.

#### **List of tasks for EFH:**

Administrative: Prepare the annual EFH tenant meeting and annual summer reception, coordinate meeting room rentals, receive visitors/deliveries, provide diverse support to all tenants, strengthen the general perception of the European Forestry House "brand", etc.

Legal: Monitor main and subtenant rental contracts, provide alerts and support to tenants concerning changes to Belgian laws.

Facilities management: Ensure the general upkeep of the premises (cleanliness, orderliness & safety), monitor outside providers (principally cleaning & maintenance), order supplies, etc.

**Qualifications and requirements:**

- A university or higher-education degree in a relevant field (for example: Business Administration or Law) and several years of experience
- Fluency in English and French (Dutch is an asset)
- Familiarity with Belgian administrative procedures and international (preferably EU) settings
- Computer literacy (MS Word, Excel, Zoom, Teams, WordPress) and familiarity with the functioning of Internet, Wi-Fi and VoIP phone technologies.

**The ideal candidate will:**

- Be able to apply a fair and legal mindset when negotiating solutions
- Have strong interpersonal, communications, and relationship-building skills
- Have excellent organizational and time management skills
- Be reliable and discreet
- Be adaptable and able to juggle priorities
- Take initiatives when needed.

We offer a stimulating international work environment with a multicultural team. The diversity of tasks provides ample opportunity to use and develop all of your skills.

The salary package will depend on the candidate's previous professional experience.

Please send your CV, cover letter, and references to **both [office@eustafor.eu](mailto:office@eustafor.eu) and [office@cepf-eu.org](mailto:office@cepf-eu.org)** by 15 February 2025 at the latest.