



LOOKING TO JOIN A DYNAMIC TEAM IN AN INTERNATIONAL, SCIENCE-FOCUSED ENVIRONMENT?

BECOME OUR ALL-ROUNDER ADMINISTRATIVE ASSISTANT!

Contract: Fixed permanent contract, starting in April 2025

Schedule: Full-time (4/5 possible)

Location: Brussels-based, hybrid (minimum two/three office days per week)

Who We Are

ECETOC is a scientific association that provides a collaborative space for top scientists from industry, academia, and governments to tackle real-world problems related to the safety of chemicals. Our mission is to develop trusted, sustainable, and practical solutions to regulatory scientific challenges, benefiting businesses, regulators, and society as a whole.

The ECETOC Secretariat is a small but dynamic, international, and committed team. We value a supportive and flexible working environment where team members thrive on learning and personal growth.

To strengthen our team, we are looking for an **Administrative Assistant** to provide essential support across project management, office and event coordination, and communications. If you are organized, detail-oriented, and eager to contribute to a fast-paced, science-driven environment, we'd love to hear from you!

Main Responsibilities

Project Management Support

- Assist Science Managers with kick-off and follow-up meetings (scheduling appointments, drafting agendas, sharing minutes, sending invitations, updating SharePoint sites, ...).



Office & Event Management Support

- Ensure the office is stocked, equipped, and functioning smoothly.
- Help plan and run in-house and external events (select/coordinate venues, arrange catering, book travel/accommodation, manage registrations, create badges, welcome and support participants, ...).
- Support the Head of Administration in diverse tasks (accounting, payroll, infrastructure, HR administration).

Communications & Membership Support

- Format and edit draft publications in line with organizational and journal standards.
- Maintain and update membership and project databases.
- Handle daily management of incoming inquiries.

Profile, Competences & Skills

- **Languages:** Excellent English (working language) and working knowledge of French (Dutch is a plus).
- **Education:** Bachelor's degree in communications, languages, administration or related fields (preferred).
- **Experience:** At least 3-5 years of experience in an administrative role.
- **Skills:**
 - Highly organized, detail-oriented, and proactive.
 - A flexible and motivated team player with a self-starter attitude.
 - Strong problem-solving skills and ability to adapt to new challenges.
 - IT-savvy, proficient in Microsoft Office tools (including SharePoint, Forms, and ideally a database management tool).
- **Eligibility:** Must have legal work permit and residence in Belgium.

What We Offer

- A competitive salary based on experience and qualifications.
- Lunch vouchers, public transportation allowance, hospitalization and group health insurance.
- A small but growing international team working closely with passionate scientists from all over the world.



- A dynamic and collaborative flexible working environment that respects work-life balance.

Application Process

To apply, send your **CV and a short introduction letter** highlighting how your skills and experience match our qualifications, and why you are looking for a new opportunity, to **info@ecetoc.org** by **30 March 2025**.

Please note that only selected candidates will be contacted.

At ECETOC, we are committed to diversity and inclusion. We welcome applicants from all backgrounds who share our passion for collaboration and excellence.