

Office Operations & Administration Assistant

Bioenergy Europe is currently recruiting an Office Operations & Administration Assistant to support the administration of the Association.

The successful candidate will contribute to the smooth running of the association by conducting office operations and administrative tasks and support the team working on ENplus®, a Certification scheme guaranteeing the quality of wood pellets.

The ideal candidate is polyvalent, proactive, well organised, able to anticipate needs, provide information in a timely manner, and solve issues autonomously.

Founded in 1990, Bioenergy Europe is a non-profit, Brussels-based international organisation active at EU level. Bioenergy Europe's primary mission is to develop the market for sustainable bioenergy and ensure favourable business conditions for its members. More information on www.bioenergyeurope.org.

Tasks

- Assist the Office & HR Director with ad-hoc administrative and operational tasks, such as:
Welcome visitors and manage deliveries, post, and other correspondence
Coordinate IT & cleaning matters with external service providers.
Support the organisation of events, meetings and team-buildings (meeting room set-up, logistical planning, on-site support, etc.).
Maintain the office in a clean, organised, and welcoming condition (coffee machine, dishwasher, plants, etc.).
- Assist the certification department to handle the ENplus® certification process, such as:
Handle the bag design approval of ENplus® certified companies.
Handle certification activities related to ENplus® certified companies.
Provide information over ENplus® to non-certified and certified companies.
Support the organisation of events.
Episodic support in other ENplus® related tasks.

Competencies and Skills

- Fluent in English written and spoken.
- Experience in office management or business administration is an asset
- Experience in certification/standardisation is an asset
- Ability to follow procedures and meticulousness
- Experienced in Microsoft Office Word and Excel.
- Candidate is autonomous, highly organised, and reliable.
- Ability to multi-task and handle confidentiality.
- Excellent interpersonal skills and ability to communicate effectively with a broad range of people.

Employment

- Full-time position based in Brussels, starting as soon as possible.
- Depending on the candidate's profile and experience, we offer either a 6-month paid internship followed by a permanent contract (CDI), or a permanent contract directly.
- Friendly and international working environment

If you are interested in the position, please submit your CV and application letter in one single PDF via this [online form](#).

Interviews will be held online (TEAMS) or in our office in Brussels.

Only the candidates selected for interviews will be notified.