

## Office Manager

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Energy Traders Europe

Brussels – Energy Traders Europe, Av. des Arts 44/5th Floor, 1040 Bruxelles

Full-time

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Energy Traders Europe is seeking an experienced, highly organised, financially literate and adaptable Office Manager to steer the day-to-day running of our Brussels office. This is a really important role. You'll be at the centre of everything we do, keeping the ship sailing in the right direction by managing our recently acquired office, supporting our finance team, arranging meetings, liaising with our 180 members and being the glue which holds the team together. This is a varied role spanning office and facilities management, administrative coordination, financial support, and meeting logistics. It will suit a candidate who is comfortable working with a high degree of autonomy, takes genuine ownership of their responsibilities, contributes to, and brings the best out, of a team of people and brings consistent professionalism to all aspects of their work. If this is you, we'd love to hear from you.

### About Energy Traders Europe

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Energy Traders Europe is an Amsterdam headquarterd trade association representing 180 companies from over 30 European countries active in the trading of electricity, gas and carbon. We engage with regulators, policymakers and standard-setting bodies across Europe to ensure that energy markets are well-designed, competitive and capable of supporting the clean energy transition. Our work encompasses a multitude of things, including market design advocacy and the development of standard contracts for energy trading. The Secretariat, which supports the membership, has circa 32 colleagues based around Europe. Around half of those colleagues are permanently based in Brussels, where many of our key stakeholders are located, and where we've just taken on a larger office, while the rest of us are there regularly. You can find out more about us at [www.energytraderseurope.org](http://www.energytraderseurope.org).

### The Role

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The single biggest determinants of success in this role are a can-do attitude, an ability to problem solve and a willingness to take responsibility. You will report to the Director of finance and administration and will serve as the central point of operational coordination for the Energy Traders Europe's Brussels office. The role encompasses four principal areas of responsibility:

#### Office & Facilities Management – circa 20%

- Manage the day-to-day running of the new office, ensuring a well-maintained and functional working environment.
- Coordinate external suppliers including cleaning, maintenance, IT and utilities providers; resolve issues as they arise.
- Maintain adequate office supplies and equipment, and oversee workspace organisation.
- Liaise with building management and ensure ongoing compliance with health and safety requirements.

- Coordinate onboarding logistics for new staff, including workspace preparation, IT access and induction materials.

### **Administration and operations – circa 30%**

- Maintain accurate and well-organised records, documentation and office systems.
- Handle correspondence, incoming deliveries and general administrative tasks with accuracy and discretion.
- Support internal coordination across the organisation and identify opportunities to improve administrative processes and procedures.

### **Financial support –circa 30%**

- Process invoices, expenses and payments using Exact Online.
- Maintain accurate financial records and provide support to the bookkeeping function.
- Process expenses claims.

### **Meeting coordination – circa 20%**

- Schedule and organise internal and external meetings, managing all associated logistics and preparation
- Maintain and coordinate organisational calendars, ensuring timely communication of commitments
- Record meeting minutes, track action points and follow up with relevant parties to ensure agreed outcomes are delivered

## **Person Specification**

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Candidates should be able to demonstrate the following:

- Proven experience in an office management, executive assistant or similar operations role.
- Fluency in English and Dutch; French is an advantage.
- Experience and familiarity with Exact Online or comparable financial administration software.
- Strong organisational ability and a consistently high standard of accuracy and attention to detail.
- The capacity to manage competing priorities and meet deadlines in a fast-paced, small-team environment.
- Sound interpersonal skills, a professional manner and a collaborative approach to working with colleagues.

## **Terms and Benefits**

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- A competitive salary and benefits package
- Flexible and hybrid working arrangements
- Support for professional development and training
- The chance to work with a small, friendly and highly experienced team

## How to apply

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Applications should be submitted by email to [jobapplications@energytraderseurope.org](mailto:jobapplications@energytraderseurope.org) and must include both a current curriculum vitae and a covering letter of no more than one page setting out your suitability for the role.

The closing date for applications is 15 May 2026.