

**WE Data Europe** is the European trade association representing the energy and water data management sector. We bring together leading companies that drive the digitalisation and decarbonisation of buildings across Europe.

Our members develop and deliver innovative solutions that enable efficient and sustainable management of water and energy resources in buildings, fostering transparency, performance optimisation and informed decision-making.

Join us as we help shape the path towards Europe's climate neutrality!

To strengthen our team in Brussels, we are looking for an:

## **OPERATIONS AND COMMUNICATION OFFICER (FULL-TIME POSITION)**

### **Your Role**

As a key member of a small and dynamic team, you will ensure the smooth day-to-day functioning of the association while being in charge of outreach and communication activities.

### **Operations and Administration**

- Oversee general office administration and ensure efficient daily operations.
- Manage financial administration, including payroll coordination, expense reimbursements and budget follow-up.
- Liaise with external service providers (payroll office, tax advisers, banks and accountants).
- Coordinate agendas and organise internal and external meetings.

### **Membership Management**

- Act as the primary point of contact for members.
- Maintain and update membership databases and distribution lists.
- Support the preparation and organisation of General Assemblies, Board meetings and Working Group meetings (in-person and online).

### **Communication and Outreach**

- Develop the association's communication and outreach activities.
- Manage and update the website (WordPress).



- Draft and publish content for social media (LinkedIn).
- Develop larger communication campaigns, including graphics and video content.
- Build a network with journalists and media contacts in Brussels.
- Be in charge of planning, organisation and execution of events.

## Your Profile

You have 1–3 years of relevant professional experience, ideally within an EU trade association, public administration, think tank, NGO or SME environment.

You bring:

- A strong motivation to contribute to the EU's climate neutrality objectives.
- An interest in energy efficiency and water resilience.
- Excellent command of English; knowledge of French and/or Dutch is a strong asset.
- Strong organisational skills with a high level of attention to detail.
- Solid numerical skills and experience in financial administration.
- Strong interpersonal skills and confidence in interacting with senior executives.
- The ability to work independently while contributing effectively to a small, multicultural team.
- A proactive, flexible and solution-oriented mindset.
- Experience working with Belgian public administration, banks etc.
- Initial experience in communications.

## What We Offer

- A permanent full-time contract with a competitive salary and extra-legal benefits (additional holidays, lunch vouchers and work-from-home allowance).
- Flexible working arrangements, including up to two days of remote work per week.
- A dynamic and multicultural working environment in the EU quarter of Brussels.
- Opportunities for professional development within a growing and modernising European association.
- A supportive and collaborative small-team atmosphere.

## Ready to join us?



For further information, please contact WE Data Europe's Managing Director, Sofia Lettenbichler:

- Email: [sofia.lettenbichler@wedata.eu](mailto:sofia.lettenbichler@wedata.eu)
- Phone: **+32 494 55 65 33**

We look forward to receiving your application documents, including cover letter and CV, by email at [sofia.lettenbichler@wedata.eu](mailto:sofia.lettenbichler@wedata.eu) by 20 March 2026. Applications will be reviewed on a rolling basis so we encourage you to apply as soon as possible.

Please note that only successful candidates will be contacted.