



European Federation of Allergy and Airways
Diseases Patients' Associations

**European Federation of Allergy and Airways Diseases Patients' Associations
is looking for an**

**Office Manager
to start as soon as possible**

Are you an organised, proactive individual with a passion for ensuring smooth office operations and governance in a mission-driven environment and experience with Belgian administration?

EFA is a vibrant alliance of European patients' organisation representing people with allergy, asthma, and chronic obstructive pulmonary disease (COPD) at the European level. With 45 member associations in 26 countries, and growing, EFA is dedicated to making Europe a place where people living with these diseases have access to the best quality care and are actively involved in decisions influencing their health. The Office Manager plays a crucial role in ensuring EFA's day-to-day operations and governance run smoothly, supporting the administrative processes (including financial and HR), essential for achieving our goals.

We are seeking a hands-on **Office Manager** to manage our office, provide HR support, and implement financial and administrative tasks.

As the Office Manager at EFA, you will be a key member of the team, contributing to the success of the organisation by ensuring a well-organised and productive office environment. You will collaborate with the leadership and staff to maintain effective workflows and coordinate and implement recruitment, onboarding, and event logistics.

You will join the EFA Programme and Community Engagement Team and report directly to the Programme Manager

Your main responsibilities will include:

- **Finance Processing:**
 - Administer invoicing and tracking expenditures
 - Administer the process of finances, budget preparation, tracking, monthly reconciliations, and financial reporting
 - Liaise with external service providers and vendors for payment processing and contract management
 - Support in invoicing and grant operations with private and public donors
- **HR:**
 - Maintain accurate and up-to-date employee records and ensure compliance with Belgian labour laws
 - Manage the recruitment process, including drafting job descriptions, posting vacancies, and coordinating interviews
 - Handle employee onboarding, including setting up workstations and ensuring access to necessary systems and tools

- Ideate and support developing HR through manuals, trainings and team building events
- **Office Management:**
 - Oversee the day-to-day operations of the office, ensuring all supplies, equipment, and facilities are well-maintained
 - Coordinate internal meetings, events, and travel logistics for staff and board members
 - Serve as the main point of contact for office-related queries and liaise with external vendors and contractors
 - Provide direct administrative support as needed, including scheduling appointments, meetings, and events
 - Provide administrative support for governance and organisational tasks (e.g. support for Board meetings with logistics, minutes and documents preparation, ensuring organisational compliance with Belgian regulations and procedures)

You should have the following experience and qualities:

- **Experience:** at least 2 years of office management experience, preferably in the NGO or non-profit sector in Belgium
- **Languages:** Fluent in both English and French (EFA Belgium HR and administration language), Flemish is a plus, with excellent communication skills in both languages written and verbal
- **Education:** Bachelor's degree in office management, Business, Administration, or a related field, or at least 5 years of experience and relevant training/education
- **Skills:**
 - Proficiency in Microsoft Office and experience with office management and HR software
 - Strong organisational and multitasking abilities, with attention to detail
 - Financial literacy, with experience in handling budgets and financial processes
 - Ability to work independently and collaboratively in a fast-paced environment
 - Excellent communication and interpersonal skills
- **Personal Qualities:**
 - Service minded team player, proactive, and able to handle confidential information discreetly
 - Must be a self-starter and driven
 - Ability to plan and prioritise tasks, manage competing deadlines, and work well under occasional pressure
 - Must have exceptional attention to detail and Strong practically oriented problem-solving
 - Strong organisational and time management skills

The position is based in Brussels (35 Rue du Congrès) with some flexibility to work from home. We offer a competitive salary, based on candidate's experience, as well as benefits, such as 13th month/bonus, lunch coupons, local travel support, pension scheme, hospitalisation and complementary health insurance. We also offer professional development opportunities according to ambitions and desires.

EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference 'EFA Office Manager' by **11th of December**, as a comprehensive .pdf document to: projects@efanet.org .

Successful pre-screening candidates will be invited for a first interview during the week of 16th December.