

Brussels, 28. January 2025

Job Description: Administrative Assistant / Office Manager at BEDA (The Bureau of European Design Associations)

Role Overview:

BEDA (The Bureau of European Design Associations) is seeking an experienced and motivated **part-time Administrative Assistant / Office Manager** for the BEDA Office to support the implementation of various EU-funded projects, particularly under the ERASMUS+, Creative Europe, and HORIZON Programmes. In this role, you will be pivotal in overseeing and operationally managing the BEDA Office, supporting the BEDA Executive and Board, and coordinating MADres's operational day-to-day tasks to contribute to successful project completion. This is an exciting opportunity for a highly organised and proactive individual to contribute to meaningful initiatives that advance design's role in tackling some of Europe's most pressing issues.

Key Responsibilities:

Your responsibilities will include the day-to-day financial and administrative management of projects and ensuring effective communication and collaboration with project partners, stakeholders, and European Commission services.

Specific responsibilities:

Financial and Administrative Management

- The role also includes managing the invoicing and factoring management for BEDA members' annual fees.
- Supporting the updating and provision of relevant information for the appropriate legislative documentation required in Belgian law, such as the Belgian Monitor.
- Oversee and conduct operational account activities in close coordination with the financially responsible Project manager and the Project Leader.
- Contracting and financial management of third-party contractors, such as lawyers, accountants, and suppliers.
- Operational management of travel arrangements and the factoring and billing processes.
- Supporting the overall team in creating and maintaining a collaborative digital cloud service.

Project Coordination

- Organise meetings, events, and workshops (both physical and online) to support project objectives.

- Act as point of contact for BEDA and its projects.
- Communication and Stakeholder Engagement.
- Proactively communicate with project partners, BEDA members, and external stakeholders to ensure effective collaboration.
- Coordinate events and speaking engagements and maintain a smooth flow of communication internally and externally.

Administrative Support

- Schedule and manage meetings, appointments, and calendars for project-related and organisational activities.
- Draft correspondence, including emails, letters, contracts and take detailed, accurate meeting notes.
- Develop and maintain organised filing systems and databases for contact information and project documents.

Travel and Event Planning

- Plan and coordinate travel arrangements, including flights, accommodation, and ground transportation.
- Organise and support events, including preparing materials, logistics, and post-event follow-ups.

Reporting and Documentation

- Prepare and disseminate correspondence, memos, and forms related to project activities.
- Support the completion of regular project reports and maintain documentation for audits and evaluations.

General Office Management

- Ensure adequate levels of office supplies and place orders as necessary.
- Document expenses and submit reports on time.
- Provide occasional receptionist duties and undertake errands as required.

Candidate profile

- Proven experience in organising information, tasks, and deadlines proactively.
- Demonstrated experience or interest in administering and organising EU-funded projects.
- Strong organisational and time-management skills with the ability to multitask effectively.
- Bachelor's degree (or equivalent experience) in business administration, accounting, finance, or a related field.

- Full professional proficiency in English (written and spoken) is required; additional European languages, particularly French, are an asset.
- Strong communication and interpersonal skills with a positive and adaptable personality.
- Ability to work independently and collaboratively as part of a team.
- Tech-savvy with solid knowledge of the Google suite and the ability to learn new tools quickly.
- Proactive approach to problem-solving with excellent attention to detail.

Business Arrangement

The role is remote on a fixed term (up to 4 years) employment basis in the country where you are based. Travelling to specific meetings in various European locations will be required. BEDA will cover travel expenses. BEDA follows a Byod (Bring your own Device) Policy to access BEDA's Cloud Services and Software Bundles. The legal and payment framework of your employment is within your home country.

Time commitment: 0.8* FTE between 1 March 2025 and 1 March 2029

The time is split between BEDA Office Tasks and EU-funded project MADres. The time you require per month may vary depending on the outlined tasks. It is at your discretion what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given deadlines. We appreciate one working day, which is an obligatory work day with the MADres team; besides this, it is under your discretion at what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given deadlines.

*BEDA defines 1 FTE as 40h per week

Remuneration: Competitive TBD

Your salary will be paid in Euro.

Why Join BEDA

You'll be at the forefront of shaping the European design landscape, contributing to innovative strategies that drive the design industry's growth. This role offers a unique opportunity to work with diverse partners, influence policy development, and leave a lasting impact on the creative ecosystem in Europe.

If you're ready to take on a challenging yet rewarding role that will influence the future of European design, we'd love to hear from you. Apply now to be part of shaping the future of design in Europe!

To apply, please send your CV, including salary expectations, to office@beda.org by **18th February 2025**.