

JOB TITLE: RECEPTIONIST AND ADMINISTRATION ASSISTANT

January 2025

BACKGROUND INFORMATION

Founded in 1983, the Red Cross EU (RCEU) Office is a membership office representing the 27 National Red Cross Societies in the EU, the Norwegian Red Cross, the Icelandic Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC). The RCEU Office helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting people and communities experiencing vulnerability within and outside the EU. Based on our members' practical insights, we promote dignity and wellbeing by facilitating and voicing common positions and recommendations towards the EU and Member States. We also monitor European developments that could impact the implementation of our members' work, as well as supporting them to prepare joint proposals to access EU funding.

For more information, please visit <https://redcross.eu/>. You can also connect with us via [Facebook](#), [Twitter](#), and [LinkedIn](#).

JOB PURPOSE

Working under the supervision of the Support Services Coordinator, the Receptionist and Administration Assistant will ensure a smooth running of the reception, the office and different type of events as part of the Support Services team.

KEY RESPONSIBILITIES & REQUIREMENTS

- Screen and relay telephone calls, providing general information in response to inquiries; deliver oral and written messages to staff.
- Welcome visitors, maintain a sign-in sheet and connect visitors to the appropriate colleagues.
- Welcome vendors and work with them.
- Sort and distribute incoming mail and maintain general mailing records.
- Respond to generic inquiries to the office via email or forward emails to other colleagues.
- Contribute to the office administration and related systems.
- Operate office equipment such as printers, copy machines, audio-visual meeting equipment or other.
- Assist in the preparation and running of meetings, workshop, and events.
- Provide backup support to other members of the Support Services team.
- Monitor and refill stock of office, kitchen, and hygiene supplies.
- Communicate with cleaning staff to ensure a well-maintained office.
- Complete office inventory periodically.
- Handle certain kitchen tasks, including maintaining the coffee machine.
- Other duties as assigned.

CANDIDATE PROFILE***Education***

- A bachelor's degree is an asset.
- Secretarial studies are an asset.

Experiencewww.redcross.eu

Representing National Red Cross Societies in the EU, Norway and Iceland, and the IFRC.

Address

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infoboard@redcross.eu

- At least 1 year of secretarial experience or providing general management support.
- Experience working with an international organisation is an asset.

Skills, abilities and knowledge

- Ability to communicate clearly and precisely in English.
- Fluent French (spoken and written).
- Good command of Dutch is an asset.
- Well-developed PC skills (MS Windows, Word, Excel).
- Knowledge of office telephone etiquette is an asset.
- Filing and recordkeeping skills.

TERMS AND CONDITIONS

- 6 months contract (possibility of extension if funding is available), subject to Belgian social legislation (this requires an official registration in Belgium).
- Part-time position. The monthly gross salary, based on full time equivalent, ranges between EUR 2.600 and EUR 2.800, depending on experience. We further offer an attractive compensation and benefits package.
- Based in Brussels, Belgium.

Application procedure

Please send your CV (max two pages), and a cover letter (max one page) – all in English to HR@redcross.eu by **midnight CET on 2 February 2025**.

Please include the job title and your full name in the file names, and mention “Receptionist and Administration Assistant” in the email subject.

Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview.

The starting date will be discussed with the selected candidate.

If you do not hear back from us by 15 March 2025, unfortunately your application has not been selected.

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