

JOB TITLE: ADMINISTRATION, SENIOR ASSISTANT

September 2026

BACKGROUND INFORMATION

Founded in 1983, the Red Cross EU Office (RCEU) 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).

RCEU helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people 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

Under the supervision of the Support Services Coordinator, the Administration Senior Assistant is responsible for providing administrative, financial, logistical and technical support to the office. The Senior Assistant ensures the smooth functioning of the office and events organized at and by the RCEU office.

KEY RESPONSIBILITIES**Reception and Office work**

- Welcome and assist visitors, maintain visitor logs
- Screen incoming phone calls, respond to general inquiries where possible and relay messages to staff
- Sort and distribute incoming mail and deliveries, dispatch outgoing items and order printing materials
- Respond to e-mail inquiries received in generic mailboxes and queries received via the website
- Monitor stock of office kitchen and catering supplies, stationery supplies and assist in procurement-related tasks
- Ensure effective procurement procedures, including purchase requests, Competitive Bid Analysis (CBA) and maintain procurement files
- Maintain an accurate overview of office inventory and ensure all supplies are properly stocked and replenished as needed
- Ensure regular contact with suppliers for good service delivery and value for money and work on issuing or renewing new agreements with suppliers
- Liaise with the building management for office-related support or requests
- Manage and update the list of access badges to the building
- Provide administrative and secretarial support to the Director
- Organise travel arrangements for the office (transportation and accommodation bookings through the travel agency)
- Support accommodation for visitors at the request of the Director

www.redcross.eu

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

Address

Rue de Trèves 59-61,
B-1040 Brussels
Belgium

Tel.: +32 2 235 06 80

Fax: +32 2 230 54 64

infoboard@redcross.eu

- Be responsible for effective front office management, including reception and events
- Contribute to effective office admin management

Events

- Ensure the successful arrangements of meetings and workshops held at the RCEU Office
- Coordinate arrangements for high-level meetings, including Annual Meetings, with other relevant staff

IT Coordination

- Serve as IT focal point for the RCEU office; provide first-line support and escalate to IFRC IT when needed.
- Ensure proper IT/AV set-up for staff meetings and internal sessions.
- Manage IT onboarding and offboarding processes for new and departing staff, including equipment allocation, first set-up, account creation and tracking.
- Manage the maintenance and inventory of electronic equipment and other office equipment.

Other

- Maintain contact database and distribution lists with the “Engagement & Coordination Senior Officer”
- Implement systems and procedures as requested, producing the relevant templates and documents, and providing guidance to colleagues
- Accounting Support: retrieve incoming invoices, review for accuracy and register them in the financial system, disburse petty cash and process cash payments

Duties applicable to all staff:

- Actively work towards the achievement of the Federation/Red Cross EU Office goals
- Abide by and work in accordance with the Red Cross and Red Crescent principles
- Perform any other work-related duties and responsibilities that may be assigned by the line manager

Lateral relationships:

- Establish and ensure effective working relationships as relevant with the IFRC Geneva and Regional Office for Europe staff.
- Ensure effective working relationships with National Societies where applicable

Confidentiality

- Maintain strict moral confidentiality and do not disclose neither spread any confidential or sensitive information.
- Organize archives of all reports and documents and treat them as confidential material.

CANDIDATE PROFILE**Education**

- Bachelor degree or equivalent education degree
- Secretarial studies or strong equivalent experience

Experience

- 3 years' secretarial experience or providing general management support
- Experience with an international organization
- Experience with the Red Cross/Red Crescent Movement

www.redcross.eu

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

Address

Rue de Trèves 59-61,
B-1040 Brussels
Belgium

Tel : +32 2 235 06 80
Fax : +32 2 230 54 64
infoboard@redcross.eu

Skills

- Proven ability to draft correspondence and documents in English (advanced level)
- Excellent customer service orientation
- Excellent planning and coordination skills, with the ability to organize meetings, manage agendas, and ensure timely follow-up on actions.
- Analytical thinking, judgment and problem-solving skills
- Ability to multi-task and work effectively in a multicultural team
- Strong initiative, problem-solving, and multitasking skills.

Languages

- Fluent in English and French (spoken and written)
- Other EU languages

TERMS AND CONDITIONS

- Permanent contract, subject to Belgian labour legislation (this requires an official registration in Belgium).
- Based in Brussels, Belgium, with occasional travel within Europe.
- Full-time position of 38 hours per week.
- The gross salary is between EUR 2,800 and EUR 3,000. We further offer an attractive compensation and benefits package.

Application procedure

Please send your CV (max. two pages) and a cover letter (max. one page) in English to HR@redcross.eu by midnight CET on 27 September 2026.

Please include the job title and your full name in the file names, and mention "Administration Senior Assistant" in the email subject.

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

If you do not hear back from us by 31 October, unfortunately your application has not been selected.

www.redcross.eu

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

Address

Rue de Trèves 59-61,
B-1040 Brussels
Belgium

Tel : +32 2 235 06 80
Fax : +32 2 230 54 64
infoboard@redcross.eu