

European Association Assistant (M/F)

Open position at A.SPIRE

A.SPIRE is a non-profit European Association managing and implementing the [SPIRE Public-Private Partnership](#), an instrument of the European Commission's programme for research & innovation, Horizon2020. It represents eight European industrial sectors (i.e. cement, ceramics, chemicals, engineering, minerals and ores, non-ferrous metals, steel and water) and the research & innovation interests of more than 145 members (companies and research & technology organisations). The mission of A.SPIRE is to ensure the development of enabling technologies and best practices along all the stages of large scale existing value chain productions that will contribute to a resource efficient process industry.

JOB DESCRIPTION

As Assistant, you will be required to perform a wide range of administrative and general support duties within the SPIRE Association. You will work directly with the Executive Director and in collaboration with the team of A.SPIRE office. You will communicate with senior-level internal and external contacts and will be regularly exposed to confidential data. You will have a high level of tact and integrity due to the sensitive nature of information.

YOUR ROLE

ADMINISTRATION & FINANCIAL SUPPORT

- Support to the Executive Director in the management of the office (budget, staff issues, training, paperwork...)
- General secretarial management (organise meetings, manage calendars, take draft notes, preparation of minutes)
- Assist the Executive Director in general financial management including preparation of the annual budget and control of expenses.
- Dealing with members and other stakeholders (mail, telephone, in meetings)
- Dealing with providers and follow-up of contracts
- Organise and maintain contacts data base
- Organize and maintain centralized filing systems (on line and off line)

MEMBERSHIP MANAGEMENT

- Handle membership invoices and maintain accurate records for membership database
- Support in providing information to potential members and to new members.

MEETINGS AND COMMUNICATION:

- Support in the organization of workshops, meetings and events (logistics and communications to stakeholders and invited speakers).
- Update SPIRE website and mailing list;
- Operate A.SPIRE internal tools e.g. SPIRE Knowledge Platform (training will be provided);
- Support in communication campaigns, such as newsletters, press releases, etc.

QUALIFICATIONS AND EXPERIENCE

- Professional or bachelor degree; additional qualification on administration, business, management or secretarial studies would be considered an advantage.
- Minimum 3 years of experience in administration or other field related to this position

TECHNICAL SKILLS AND LANGUAGES

- Excellent spoken and written English. Other languages are an asset
- Very good writing skills
- Advanced IT skills including Microsoft Outlook and MS Office (Word, Excel)
- Knowledge of CMS, blogging, data analytics tools and social media campaigns is an asset

OTHER SKILLS AND REQUIREMENTS

- Should be well organised, flexible and open-minded
- Proactive, able to work autonomously and to take full responsibility of assigned tasks in short time
- A team player with real social and communication skills and good at multi-tasking in a collaborative and helpful spirit
- Ready to work with us in a small team and also with our members and other stakeholders, with whom you will exchange a lot of e-mails and phone calls.

WE OFFER

In A.SPIRE, we really enjoy working together in a good, happy and positive team spirit. You will be integrated in a dynamic, stimulating and challenging work environment. You will work in a cross-sectorial, innovative and international setting focusing on future-oriented services. We offer you a full time 1 year contract which could be renewable. Attractive salary according to profile.

Our policy is of non-discrimination on virtue of gender, origin, religion or other.

CONTACT AND DEADLINE:

Please, send your CV and motivation letter to aor@spire2030.eu by the **17th of June the latest**.