



OFFICE MANAGER at the European Food Information Council (EUFIC)

The European Food Information Council (EUFIC) is looking for an experienced all round Office Manager with good IT skills, for the smooth organisation and running of its Brussels office, starting early January, 2008.

Required qualifications:

- Fluent in French and English. Other European languages an advantage, particularly German
- Experienced with all traditional office operations, including accounting
- Good computer skills: Microsoft Office, Outlook, Access
- Good Information Technology skills
- Self-starter, able to work independently
- Comfortable working in a small team (4 persons, with stagiaire support)
- Good telephone manner and interpersonal skills
- Interested in communication, particularly about food information, to our audiences of dieticians, health professionals, educators, media and consumers.

Job description:

The Office Manager will be responsible for all administrative functions in the secretariat.

The main tasks are:

- Supervision of daily accounting, assisting with overall budget control
- Preparation and payment of monthly salary and supplier invoices
- Organise travel and meetings
- Develop good relations with banks and suppliers of goods and services
- Secretarial support to Managers, if needed
- Assist with Membership Recruitment
- Assist with production of our bi-monthly newsletter (16 000 copies) in 4 languages, including supervision of translation process, printing and mailing
- Manage mailing list database (updating), and other databases
- Manage efficient IT service for EUFIC office, with external Agency
- Web-master, uploading documents to web-site

Applications should be sent in English to:

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