

Brussels, 12th August 2024

JOB ALERT: Office Manager

NATRUE, The International Natural and Organic Cosmetics Association, is looking to recruit a highly motivated Office Manager. We are a dynamic and forward-thinking Brussels-based Association dedicated to the protection and promotion of natural and organic cosmetics worldwide. Our international team is committed to excellence, and we are looking for a highly organized and motivated Office Manager to join us. **Candidates should show practical skills, high motivation for work, flexibility, and team spirit.**

If you are seeking for a Brussels-based opportunity to work with a supportive and collaborative team in a flexible environment that values your well-being, we would love to hear from you!

Key Responsibilities:

- Daily management of the organisation, including maintaining office supplies, handling mail and deliveries, and ensuring a clean and organised workspace
- Accounting and budget reporting procedures
- Human resources management, including maintaining personnel records, and managing employee engagement initiatives
- Provide administrative support to the team, including scheduling internal meetings.
- Membership management (including organisation of the Annual Membership Assembly)
- Monitoring and managing the intellectual property of the NATRUE label
- Oversee legal documentation, contracts, and compliance issues. Ensure the association is meeting all legal requirements
- Support and assistance to the General Manager

Requirements:

- Ideal candidate will be currently in a similar role or other administrative role which involves ensuring compliance with administrative, legal and financial matters in a membership based European association
- Educated to degree level ideally associated subjects (e.g., Office Management, Legal Studies, or Business Administration)
- A positive attitude, problem-solving mindset, and the ability to work independently and as part of a team
- Proactivity, attention to detail and ability to handle multiple projects at one time
- Excellent time management and interpersonal skills
- Familiarity with office administration, contract management, and basic legal documentation.
- High level of computer literacy (MS office, Outlook)

Desirable qualities:

- The working language is English. Fluency in German is highly desirable. A knowledge of French, Dutch and or another EU languages is considered a plus.
- EU national or have a valid Belgian work permit.

How to apply?

Please send a CV and cover letter outlining your experience to info@natrue.eu indicating "NATRUE Office Manager position" in the subject line of your email. Only short-listed candidates will be contacted.

Starting date: from the beginning of October or as soon as possible.

NATRUE offers a competitive salary based on your experience, along with a comprehensive package of legal and extra-legal benefits. We pride ourselves on providing a dynamic and flexible working environment within a friendly and inclusive organizational culture. You will have the opportunity to engage in a meaningful role within a small, international team, in an organization that is deeply committed to the values of democracy, fairness, respect, integrity, and sustainability.