

## **Administrative Assistant, Federation of European Neuroscience Societies (FENS)**

Are you looking for an interesting job in a stimulating work environment within the scientific non-profit sector? Are you service minded and willing to go the extra mile? If so, you could be our new colleague in the FENS administrative team in Brussels.

### **Job description:**

- 1) Administrative support related to governance, meeting logistics and leadership travel.
- 2) Assistance with outreach and membership management.
- 3) General administrative support to the Executive Director and Executive Office Manager, including day-to-day accounting.
- 4) Assistance with other tasks, as needed.
- 5) The Administrative Assistant reports to the Executive Office Manager of FENS.

### **Qualifications and profile**

- You have excellent communication skills and impeccable spoken and written English. Knowledge of French or Dutch would be considered an advantage.
- You enjoy working in a diverse, multi-national environment.
- You are well-organised, efficient and a team player but also capable of working independently.
- You have excellent IT skills, including Microsoft Office suite, databases and basic website management, and online platforms.
- You have high numerical literacy and an eye for detail.
- You have at least 1-3 years of relevant work experience and you are ideally the holder of a professional or academic bachelor degree.
- You are legally allowed to work in Belgium.

### **Location and Salary**

The Administrative Assistant position is a full-time position (38h per week), based in the FENS office in Brussels. The job may occasionally require flexibility in terms of working days/hours in connection with meetings and travel (within Europe). FENS offers a permanent contract (CDI, Belgium) with compensation according to the qualifications of the selected candidate. Meal vouchers and pension contributions are offered as part of the contract.

### **Application process**

Please send your motivated cover letter and short CV *as a single PDF* to the attention of Executive Office Manager Natasha Slater at [office@fens.org](mailto:office@fens.org). Please indicate 'Administrative Assistant' in the subject line of your email. Applications will be evaluated on a running basis until the position is filled and interviews will be held in Brussels in January/February 2022. Starting date: as soon as possible thereafter.

### **About FENS**

The Federation of European Neuroscience Societies (FENS) federates 44 scientific non-profit societies across Europe and represents more than 20,000 scientists working in the field of neuroscience. Through its activities, FENS actively promotes scientific exchange and education among European neuroscientists and serves as the main Europe voice for neuroscience on behalf of its members towards the European institutions and international partners in a global context. The FENS office currently has nine employees.