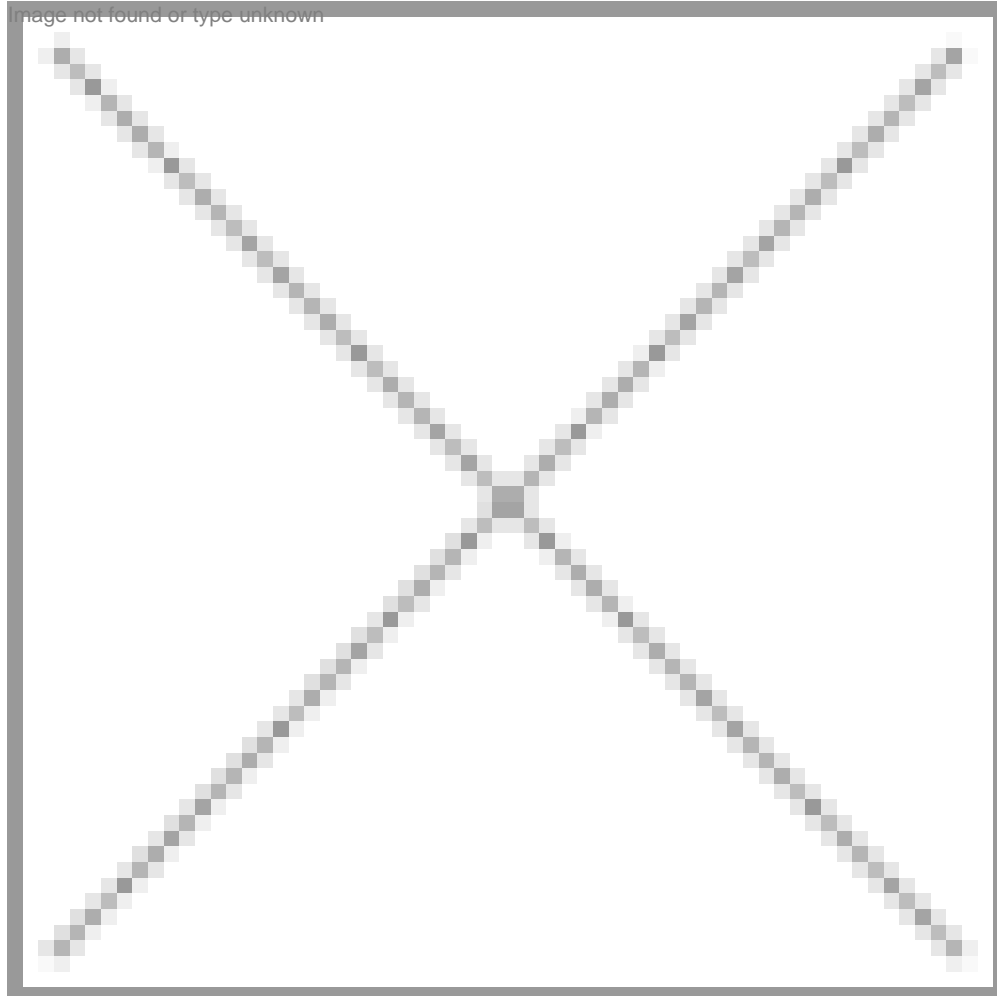


A.SPIRE

Post date:

26/06/2024 - 13:40



Administrative and events assistant (M/F) at A.SPIRE

Full-time internship position based in Brussels?

Position

A.SPIRE is looking for a full-time stagiaire/intern to support administrative activities and events organised by the A.SPIRE team.

Contract: Convention d'Immersion Professionnelle (CIP)?

Starting date: As soon as possible

Duration: 6 months (Belgian residents) to 12 months (residents outside Belgium)

JOB DESCRIPTION

As a Trainee, you will be required to assist and co-lead in:

- General administration and day-to-day office tasks (archiving, dealing with information flows by mail or phone, etc.);
- Maintaining and updating accurate records for membership and contacts in our database and events registration;
- Operating online collaborative tools (A.SPIRE members' extranet platform, Teams & SharePoint), including transferring data, managing users, uploading documents, etc. (training will be provided)
- Support on A.SPIRE membership tasks: handling membership invoices, tracking membership fees and follow-up;
- Organising virtual or on-site workshops and meetings;
- Support on communication: updates in website, mailings, newsletters dissemination, social media, and printed documents;
- Other ad-hoc tasks

You will interact with the A.SPIRE team and may also be in contact with senior-level internal and external contacts, members and suppliers. You will be regularly handling confidential and sensitive data (of the association, its team and its members) and will be required discretion.

EDUCATIONAL SKILLS

- Recent graduate with experience in office management or administration. Communication and events management or a University degree are a plus
- Knowledge about the EU and its institutions
- Highly organised, proactive, and delivery oriented
- Excellent spoken and written English and French. Other languages are an asset
- Advanced IT skills including Microsoft Outlook and MS Office (Word, Excel, PowerPoint, etc.), internet research, and database. Photoshop, InDesign, website management, web mailing systems, web meetings and Webinar tools, and online collaborative tools such as Trello and SharePoint are a plus
- Excellent communication and writing skills

PERSONAL SKILLS

- Self-management
- Highly organised, proactive and delivery-oriented
- High level of tact and integrity due to the sensitive nature of information
- Flexible to take on other tasks as appropriate
- Collaborative spirit
- Should be able to multitask effectively with high attention to detail
- Willingness to integrate into a small team
- Available to travel for events and other ad-hoc meetings in Brussels and Europe
- Based in Brussels or interested in moving to Brussels

REMUNERATION

€ 1.200 gross per month (Full-time paid internship) plus meal and transport voucher.

HOW TO APPLY

Please send your application to Emanuela Consalvo and Khouloud Boulsaïen (info@aspire2050.eu)

- Motivation letter and CV
- Via email only
- With the subject: "Administrative-Events-Internship-candidate's name"
- **Deadline: 12 August 2024**

Only shortlisted candidates will be contacted. Interviews will be held in Brussels or online.

In A.SPIRE, we enjoy working together in a good and positive team spirit. You will be integrated into a dynamic, stimulating, and challenging work environment. You will work in a cross-sectorial, innovative, and international setting focusing on future-oriented services. Our policy is non-discrimination on the virtue of gender, origin, religion or other.