



Brussels, December 2022

## **Administrative Assistant**

The EACB is looking for a motivated professional to join its team.

### **PURPOSE OF THE ROLE**

***The Administrative Assistant is part of the department responsible for Communication and Operational Management. Besides general office management tasks as well as support for the organisation of meetings and events, the Administrative Assistant shall ensure a smooth functioning of the Secretariat's ITC environment and be the contact point for the IT service providers for the day-to-day requests. The profile also includes the maintenance of the EACB database, and support to content updates of website and social media.***

### **KEY RESPONSIBILITIES OF FUNCTION**

- **ITC Management**
  - Contact point to the IT service providers, including handling of the daily team requests
  - Governance of ITC infrastructure (hardware, software, devices) and contact point for the daily team requests
  - Establishment of team guidelines, incl. internal trainings
- **Databank Management**
  - Implementation of the databank structure
  - Maintenance of the databank (continuous updates)
  - Contact point for extraction of distribution lists
  - Establishment of user manual, incl. internal trainings
- **Administration of Website & Social Media Accounts**
  - Responsible for the updates/uploads on EACB website & social media accounts (LinkedIn, Twitter)
- **Support for event organisation**
  - Arrangement of video conferences & locations
  - Invitation/ participation management
  - Post-event collection of analytics
- **Preparation of meetings of different EACB governance bodies and delegations' visits**
  - Management of doodle account, registration forms and list of participants
  - Preparation of the meeting rooms
- **Office management support**
  - Reception (office & phone)
  - Purchase of office supply
  - Support of maintaining common office space
  - EP Badges/ Access EP
  - General ad-hoc administrative support

**The voice of 2.700 local and retail banks, 87 million members, 223 million customers in Europe**

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## **PROFILE**

- Undergraduate university diploma or administrative education
- Excellent knowledge of English; good knowledge of French/Dutch is a distinct advantage
- Excellent organisational and communication skills
- Interest in operational processes and affinity for ITC environment and database administration
- Willingness to work in an international context
- Good knowledge of Microsoft Office (word, excel, ppt, outlook, SharePoint, etc.)
- Flexible, structured, self-motivated and positive work attitude

## **BENEFITS**

The European Association of Co-operative Banks (EACB) is an international non-profit association based in Brussels which represents the interests of co-operative banks in Europe with 27 members representing 2.700 local banks. Co-operative banks have a long tradition in serving 223 million customers, mainly consumers, retailers and SMEs with a total average market share of about 20%. Further information on the association is available on [www.eacb.coop](http://www.eacb.coop).

The EACB offers a dynamic work environment in an international and multilingual team. We offer a competitive remuneration package, including among others lunch vouchers, group insurance and transport allowance.

## **APPLICATION PROCESS**

Please address your CV and motivation letter by **8 January 2023** to:

**Ms. Luce Jacqmin**

Lead Communications

European Association of Co-operative Banks

Rue de l'Industrie 26-38

1040 Brussels

Via email: [secretariat@eacb.coop](mailto:secretariat@eacb.coop)

## **PRIVACY POLICY**

Please note that the EACB process your submitted data for recruitment purposes only. It will not be shared with any third party. The data will be stored until the recruitment process is terminated. Your data will then be deleted unless you explicitly inform us that it shall be kept in our database for possible future job openings.

Here's a link to [the EACB privacy policy](#). In this policy, you will find information about our compliance with GDPR (data protection law.) It also displays how to send us a requests to let you access your data, to delete your data, to correct any inaccuracies or to restrict us in processing your data.