



## **Administrator Operations (ITC/Data/Documentation/Logistics)**

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

### **Purpose of the role:**

*The administrator operations is part of the department responsible for Communication and Operational Management. The Administrator Operations shall ensure a smooth functioning of the Secretariat's ITC environment and be the contact point for the ITC service provider and team members for all matters regarding the ITC infrastructure. The profile also includes to manage the EACB database and extranet and to provide support for updates on the website. Furthermore, it is the responsibility of the administrator to support the completion of the engagement trackers. In addition, the person will be tasked to take over some of the office management support functions.*

### **KEY RESPONSIBILITIES OF FUNCTION:**

- **ITC Administration:**
  - Support to develop and implement the ITC strategy
  - Managing the IT service providers
  - Managing the ITC licences
  - Managing the ITC infrastructure, hardware, software, devices
- **Databank Administration (members & external contacts):**
  - Support of the development and implementation of the databank structure and user manual
  - Maintaining the databank updates
  - Defining and extracting distribution lists
- **Administration Extranet & Sharepoint**
  - Maintain the Extranet Section for members
  - Maintain the Sharepoint for the Secretariat
- **Management of Templates, Logos, Signatures**
- **Administration of Engagement Trackers**
- **Support for Website Updates**
- **Support for event organisation:**
  - Arrangement of VCs & locations
  - Invitation/ participation management
- **Support for GDPR register Updates**
- **Office Management Support:**
  - General ad-hoc administrative support to team
  - Reception (office & phone)
  - Meeting arrangements
  - Purchase of office supply
  - EP Badges/ Access EP

## **PROFILE**

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

**EACB AISBL** – Secretariat • Rue de l'Industrie 26-38 • B-1040 Brussels

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- Flexible person with an interest in European Affairs;
- Willingness to work in an international context;
- Excellent communication, diplomatic and organisational skills;
- Excellent knowledge of Microsoft Office (word, excel, ppt, outlook, etc.);
- Excellent written and spoken English, other EU languages an asset;
- Self-motivated and positive attitude;
- Solves problems using standard procedures ;
- Familiar with database administration and website uploading of documents will be considered as a plus.

## **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%. They have been and are leading in many payment innovation initiatives at national and European level with a strong focus on retail payments. 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 **31 May 2022** to:

**Ms. Luce Jacqmin**  
Lead Communication  
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**

Dear Applicants, please note that we process this data for recruitment purposes only and we will not share it with anyone else. We would like to keep this data until our open role is filled. [We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you.] When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to [our privacy policy](#). In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.