

BIC Administrative & Operations Assistant

The Bio-based Industries Consortium (BIC) is a European non-profit organisation that brings together actors from different sectors and disciplines (such as agriculture & agri-food, aquaculture & marine, chemicals and materials, including bioplastics, forestry and pulp & paper, market actors, technology providers and waste management & treatment) to establish a pan-European bio-based industry. As such, BIC represents the private sector in a public-private partnership (PPP) with the European Commission (Circular Bio-based Europe JU). BIC's mission is to connect industry, academia, regions and society to transform bio-based feedstocks into novel sustainable products and applications, and to create circular bioeconomy ecosystems through investments, innovation and know-how.

In the past few years, our organisation has evolved through various developments in the bio-based sector. We have considerably expanded our services to our members and are currently adapting our staff structure to optimise these services as we head into the future. We are looking for an Administrative & Operations Assistant to join our team in Brussels. If you are looking for an opportunity to join a small, dynamic and international team, we would like to hear from you!

Description

As our Administrative & Operations Assistant, you will support primarily administrative, finance and communication activities of the team. In this role, you will closely collaborate with our Administration & Finance Manager and our Communication Manager, as well as with other team members, and will have regular contacts with our members all over Europe.

Key responsibilities

- Providing support in the day-to-day operational activities of the organisation.
- Supporting the Administration & Finance Manager in handling the organisation's financial streams including invoices/revenues, payments, etc.
- Providing administrative assistance to the team: these include maintaining comprehensive and accurate corporate records, documents and reports, preparing documents and letters, coordinating schedules, appointments and bookings, and other diverse daily support work that may emerge.
- Assist with the organisation and preparation of meetings, events, workshops and conferences.
- Support the organisation in its internal and external communication activities.
- Support the BIC staff- if needed - with activities in the areas of programming, public affairs, and stakeholder relations.
- Enhance engagement with stakeholders by assisting BIC staff in organising internal and external events (e.g. networking events and webinars).

Required qualifications

- Experience in working in an administrative function relevant for the tasks mentioned above.
- Very good command of English; oral and written. Command of other European languages is an asset.
- High motivation, dynamic and pro-active personality, strong aptitude for teamwork as well as the capacity to work autonomously.
- Ability to work under pressure and manage his/her tasks within tight deadlines.
- High level of service-oriented attitude.
- Fully proficient using MS office and good understanding of social media channels.
- Organisational skills, excellent time management and ability to meet deadlines and take ownership of responsibilities.

What can we offer:

- The opportunity to work in an international organisation with a dynamic and diverse team.
- A full-time employment contract with an unlimited duration under Belgian law.
- Teleworking (partially) is possible.
- Competitive salary in line with skill levels and experience, plus a package of benefits in a vibrant, meaningful and empowered working environment.

Location: Offices at Square de Meeûs (Brussels).

To apply:

Please submit in one pdf file a cover letter outlining your motivation, relevant skills, experience and starting availability for the position, together with your CV and supporting documents that you consider relevant to patricia@biconsortium.eu not later than **15 November 2023**.

In case you have any questions, you may contact patricia@biconsortium.eu.

Starting date: to be agreed

