

Administrative Assistant (m/f/x)



EGOS, the European Group for Organizational Studies, is seeking to recruit an Administrative Assistant on a part-time basis (80%), to begin as soon as possible.

EGOS is an academic association with about 3,000 members from all over the world; please see www.egos.org. EGOS is committed to inclusivity and sustainability. Registered in Brussels, it organizes a yearly conference in Europe. EGOS is run in a friendly and collegial manner by volunteers from academia and some freelance contractors. As the association has continued to grow in recent years, EGOS is now seeking to hire a part-time Administrative Assistant (80%).

Responsibilities

- You will handle relationships with association members (maintain member database, answer e-mails, etc.)
- You will provide administrative support to ensure efficient operation of office
- You will assist with Board meetings (schedule, travel arrangements, etc.)
- You will take notes and provide minutes of Board meetings and of the EGOS General Assembly at the annual conference
- You will carry out administrative duties such as filing, typing, copying, forwarding mails, etc.
- You will support team by performing tasks related to organizing and communicating with its members
- You will exhibit polite and professional communication via phone, e-mail, and snail mail
- You will file yearly paperwork with Greffe du Tribunal de Commerce in Brussels
- You will contribute to team effort by accomplishing related results as needed
- You will attend our Board meetings in late January and in early July in the cities where the annual conference takes place (Cagliari in 2023, Milan in 2024, Athens in 2025, etc.)

Required Skills

- Excellent/native-level written and spoken English; a good working knowledge of French and/or Dutch (for dealing with Belgian authorities)
- Travel requirements include attending Board meetings and the annual conference, both within Europe (see above). Travel expenses are covered by EGOS
- Excellent computer skills (usual office software; database and website CMS knowledge, for which training can be done while on the job)
- Experience in taking of notes and writing minutes, as well as summarizing lengthy discussions
- Being comfortable with numbers for financial reporting
- Proactive, reliable, and team spirit

Working Conditions

- Permanent contract, with a work load equivalent to a part-time job (80%). How it is spread over the week and over the year is negotiable. However, please note that there are peak times corresponding to the weeks before our annual conference and around the annual Board meetings.
- Working from home is encouraged. Otherwise, our office is in Brussels
- Salary is competitive in accordance to experience level
- Career advancement opportunity to Executive Secretary in 3–5 years

Equal Opportunity

We welcome applications regardless of gender, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion, or social class.

How to Apply

Please send your application by e-mail to Bernard Forgues, Chair of EGOS, forgues@em-lyon.com

Your application package should include a motivation letter, CV, and any relevant material you might want to share (reference letters from previous employers, etc.).

Applications received before end of June 2022 will be prioritized.

Privacy Notice

The European Group for Organizational Studies (“EGOS”, “we”, or “us”) – and its affiliated persons, as identified to you during your application process – is the association that is recruiting for the job vacancy you have applied for. EGOS as an association will process your personal information as described in its Privacy Policy and will be responsible for complying with applicable data protection laws.

EGOS respects your privacy and will treat your personal information as confidential. We will use and share your personal information as described in our Privacy Policy, detailed here: https://www.egos.org/privacy_policy