

## **Administrative officer (m/f)**

### **General information**

**Type of contract: fixed-term part- or full-time contract**

**Location: Brussels/Luxembourg**

**Start date: 01.10.2018**

### **Who are we?**

The European University Foundation is a university network that aims to accelerate the modernisation of the European Higher Education Area. The Foundation focuses its action on five pillars and it stands for diversity and social fairness in Higher Education. Its highly dynamic and creative international team is located both in Luxembourg and Brussels. We offer a challenging work environment and projects with partners from several European countries.

### **What will you do?**

- Support with administrative & financial tasks related to EU-funded project reporting
- Follow-up on administrative requests from projects partners
- Contribute to the overall office management, including tasks related to human resources administrative management
- Assist the organisation of network and project events (administration and logistics)

### **What are the requirements?**

- Very good knowledge of written and spoken English and French
- Experience in financial reporting
- Good knowledge of Human Resources administrative procedures in Belgium
- Proficient user of Microsoft Office package
- Used to working in office environment and detail-oriented
- Be responsible, autonomous, reliable and flexible

**We value candidates with:**

- Precise and organised way of working
- Creativity and problem-solving as well as good communication skills
- Capability of working in a team as well as independently
- Any extra knowledge about the Erasmus+ programme is an advantage

**Application:**

To apply, please send your CV and motivation letter to [applications@uni-foundation.eu](mailto:applications@uni-foundation.eu) mentioning the job title in the email subject. Only shortlisted candidates will be invited for an interview.

**Application deadline: 31st of August 2018**

[www.uni-foundation.eu](http://www.uni-foundation.eu)

*The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else. If you submit an application, we will 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 offer for the position for which we are considering you. When that period is over, we will delete your data. If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to [contact@uni-foundation.eu](mailto:contact@uni-foundation.eu).*