



DIESIS is looking for 1 new collaborator to reinforce its team.

DIESIS is a European Network, Brussels based, supporting the development of the social economy, social entrepreneurship and social innovation in Europe. It is one of the widest EU networks specialised in supporting social economy and social enterprise development covering 13 EU countries through major national federations and national support networks.

Your role

You will be responsible for ensuring the smooth running of the office as well as providing support to the team for the project design and implementation. This is a role combining your office manager and administrative skills and knowledge alongside your communication skills. In addition to these depending on the projects' agenda, you will be involved in the overall functioning of Diesis, its communication and reporting tasks.

Project assistant tasks (50%)

- Provide administrative support to projects or broader initiatives;
- Creates and maintains mailing lists and contacts lists;
- Development and implementation of efficient control system for monthly timesheets;
- Support in the project meetings and events organisation and development;
- Support preparation of project presentations;

Office manager tasks (30%)

- Manage of correspondence in and out – reception calls and distribution of mail;
- Manage invoicing and reimbursement system in and out;
- Verify the issue of payroll and report possible error to the social security service;
- Support to GDPR regulation system update.

Communication tasks (20%)

- Website administration: updating information, publishing news;
- Manage and implement Social media and mail campaigns;
- Develop and support the digital communication of the organisation and project activities.

Requirements

- Academic background: bachelor degree;
- Ability to prioritize and excellent time management especially under time pressure;
- Languages: native French speaker, fluent in English. Italian and Spanish are an asset;
- Excellent verbal and written communication skills;
- Computer literate: advanced use of MS Office - Excel, Word and Power Point; Outlook. Use of graphic software is an asset;
- Work ethics, enthusiastic, flexible and able to cope with multiple tasks and other team members;

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Tel. (+32/2) 543.10.43/44

E mail: diesis@diesis.coop Web site: www.diesis.coop

VAT number: BE 0460.304.689 RPM Bruxelles



- Sensitive to the needs of the different stakeholders and enjoy working in a multicultural team and communicating with a varied multinational audience.

If you are ready to work in a fast-moving, international environment, please send your detailed CV and cover letter (in French and English) in electronic format at: diesis@diesis.coop

Application deadline: 27.12.2018

Interviews: between 09.01.2019 and 16.01.2019

Starting: As soon as possible

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