



Vacancy: Administrative/financial assistant (Part Time)

NEREUS - Network of European Regions Using Space Technologies - is an initiative of 23 regions and 34 associate members with the common objective to spread the use and understanding of space technologies across Europe. NEREUS, as a unique thematic network for matters of regional Space Use, focuses on:

- Political Dialogue
- Interregional Cooperation & Partnership (Promotion and Outreach)
- Technological Trends and Developments relevant to future Space Solutions and User Needs

NEREUS devotes intense communication efforts to demonstrate and explain the added value of space uses as an enabling tool for solving problems with a direct impact on citizens' daily lives. Since its constitution, the network stimulated strong initiatives to make regional space activities more transparent and closer to the citizens.

The network has a Brussels-based secretariat that is in charge of liaising with relevant European institutions, international networking, coordinating NEREUS-network activities and acting as a central interface for members and external parties.

More information on NEREUS on Website: <http://www.nereus-regions.eu/>

More information on NEREUS on TWITTER-account: <https://twitter.com/nereusaisbl>

The assistant contributes to:

- a) Supporting the Management of NEREUS Network
 - **Preparation of documents for the Bookkeeper and financial records** (Monitoring of spending and income, invoicing and monitoring the payment of annual membership fees and related correspondence with regions)
 - Ensuring the **efficient administration of the NEREUS office and support with human resources**: administrative procedures for the NEREUES organisation (e.g., publication procedure in Monitor Belge etc.), filing, preparing monthly payrolls, liaising with the Social Secretariat;
 - IT- support and logistics (event/meetings organisation, rooms, catering, office supplies) if the network organises physical events, most events are organised remotely; managing office supplies, relationship with the facilities team and equipment;
 - Handling requests by NEREUS members or external parties by e-mail and telephone in an efficient and timely manner (Secretariat is the interface for NEREUS organisation);
- b) Supporting the Secretary General and the Communication / Project Officer with the implementation of the NEREUS-Work program:



- **Data base/contact management:** establishing and regular updating of a comprehensive computerised contact database, and address database, including creating and updating mailing lists, contact management etc.
- **Supporting the preparation of EU/ESA proposals** and bids, supporting the team with project-related matters and financial reporting;

▪ Required skills:

Education and experience:

- Post-secondary education
- Relevant professional experience, a previous position as assistant

Key competencies:

- Excellent proofreading and editing skills.
- Very good proficiency with word processing and knowledge of office automation systems (Word, Excel, Outlook etc.) as well as Internet competencies
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines; effective organisational skills
- Ability to work in a multi-cultural work environment.
- Effectively organize and prioritize workload;
- Strong interpersonal skills and ability to establish and maintain harmonious and effective working relations
- Commitment to quality and service.

Language

- Mother tongue or High standard of spoken and written French together with a good standard of spoken and written English; knowledge in another European language is a welcome asset; (Working language of the network is English)

General Info

- Part Time Position (50%; 20 hours per week)
- One year contract (possibility for renewal)
- Benefits (Lunch vouchers, transport)

Selection Criteria:

- Relevant professional experience
- Ability to express oneself and work in English
- Ability to find practical solutions and manage people and processes
- Proven strong organisation skills

Contact

Deadline: 5th of September. Please send your application with salary expectations to the NEREUS Secretariat by email: info.nereus@euregions4space.com