**Part-Time Executive Assistant and Office Manager - Instinctif Partners Public Affairs Brussels**

Instinctif Partners Public Affairs Brussels is a boutique public relations and public affairs consultancy.

Working with companies and trade associations, our role is to identify the trends, direction and likely outcomes of various legislative and political initiatives in Brussels and to weigh in on these initiatives in collaboration with our clients.

Working across a range of sectors and using our extensive knowledge of decision-making procedures in Brussels, we deliver a comprehensive service that includes policy analysis, engagement, strategic information services, strategic advice, public relations campaigns, coalition building and profile-raising activities.

An opportunity has arisen for a part time Executive Assistant and Office Manager within our office. The EA/OM will provide executive support to one Managing Partner and to the management team as well as full administrative, marketing and business development support to the team as a whole. This role includes some client contact and participation in arranging events for clients. There is an opportunity to support client projects if time allows and the candidate is interested in that.

Role & Responsibilities

* Executive Assistant to Managing Partner and local management team
* Support corporate HR and finance teams as local liaison
* Marketing support
* Diary Management, scheduling client and new business meetings and arranging networking/corporate entertainment events.
* Arranging national and international travel, including trains, flights and accommodation. Organising and processing VISA applications on behalf of the team
* Support recruitment
* Coordinate meeting arrangements, key client dates and full diary management for the team.
* Creation and management of PowerPoint presentations.
* Photocopying, filing and booking couriers and taxis as required.
* Correspondence, typing up minutes and general typing and formatting of documents.
* Maintaining/updating new business records.
* Remain up to date and able to use all of Instinctif Partners systems and work procedures (training supplied)
* Responsible for ensuring all procedures and production of documents, client packs etc. comply with Instinctif Partners house style and requirements.

• Liaising with all the landlord and suppliers

* day-to day office management such as dealing with consumables replacements and repairs, welcoming visitors, managing and ensuring office aesthetics and hygiene, etc.

Requirements

* Previous experience in a Belgian EA and/or Office Management role supporting a busy team.
* Fluency in French and/or Dutch as well as very good spoken and written English
* Strong knowledge of Microsoft Office, particularly Word and PowerPoint, a good knowledge of Excel.
* Ideally also competence in Canva, Adobe InDesign, other design software and CRM systems
* Experience in a PR, Consultancy or other Agency environment would be an advantage.

Personal Competencies

* A pro-active individual who shows initiative and takes responsibility for their own decisions
* A good team-player who encourages feedback and will seek help when appropriate
* An effective and well-presented communicator both verbally and in writing
* Attention to detail and high levels of accuracy are essential.
* An analytical problem-solver who is able to quickly and accurately identify key issues
* A well-organised planner who will follow rules and procedures whenever possible
* An innovator who will thrive in a dynamic environment and embraces change

**Remuneration**

* We offer an exciting opportunity for a part-time position with a competitive salary and an interesting benefits program.

Please send a CV and cover letter to [careers.brussels@instinctif.com](mailto:careers.brussels@instinctif.com)