Vacancy notice for the post of polyvalent administrative assistant
for the transport service of the APEEE, Brussels III — Ixelles
(temporary full-time post, with the possibility of extension for an indefinite period)

The Parents’ Association of the European School of Brussels III is looking for an administrative assistant to work in French/English for its transport service from 1 July 2017.

The person will work under the instructions of the staff in charge of the sector (the sector manager and the HR and operations manager) and in close collaboration with the members of the Executive Board in charge of transport.

The Association’s transport service is located at the European School of Brussels III (Ixelles).

Function
The applicant would be required to:
— Manage communication with parents by e-mail, telephone and other electronic means (website, SMS, interactive platforms, etc.)
— Manage pupils’ enrolments and the database
— Manage lists in the database for invoicing purposes
— Manage the bus routes and the geolocation system
— Assist the manager in managing the bus monitors
— Assist the manager with any other regular task

Profile
— A qualification (following at least 3 years of post-secondary studies) or administrative experience of at least five years
— Capacity to communicate easily, in writing and orally, in English and French. Knowledge of another EU language would be an advantage
— Practical knowledge of IT tools (Word, Excel, Outlook, PowerPoint, Access, etc.). Ability and willingness to learn others
— Conscientious worker
— Sense of organisation and rigour
— Team worker
— At ease in personal contacts
— Patient and flexible
— Able to adapt to stressful or urgent situations
— Dynamic and motivated
— Discreet and committed
— Comfortable communicating with both students and their parents
Conditions

We offer:
— a renewable 6-month fixed-term contract, with the possibility of extension for an indefinite period under certain conditions from February/March 2018
— A varied and dynamic job in an international environment
— The salary will be related to the experience and profile of the candidate selected.

Deadline for applications: 15 June 2017