



## **Written procedure 6/2019**

### **Adoption by the Board CA 34/2019**

#### **Vacancy notice / Formulaire de recrutement**

#### **For the post of polyvalent administrative assistant for the canteen service of the Parents Association (APEEE), Brussels III — Ixelles**

The Parents' Association of the European School of Brussels III is looking for an administrative assistant to work in French/English for its canteen service from 1 October 2019.

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 Management Board in charge of canteen.

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

#### **Function**

The applicant would be required to:

Assist the canteen manager in all daily financial and administrative tasks, notably in relation to :

- Managing communication with parents by e-mail, telephone and other electronic means (website, SMS, interactive platforms, etc.)
- Managing pupils' enrolments and maintaining the relevant database
- Cooperating with the APEEE Financial Assistant in the managing of lists for invoicing purposes
- Cooperating with the APEEE Financial Assistant in monitoring progress of payments according to the schedule of annual Canteen fee instalments
- Managing pupils badges (creation, purchases, charging, issues etc..)
- Being in charge at the reception desk for pupils (ticket purchase, forgotten badges, etc..)
- Supervising all external staff in the execution of their table service and verifying cheques
- Drafting notes and minutes of relevant Committee and Working Group meetings
- Administering the canteen webpage and preparing messages for the APEEE Newsletter
- Administering the APEEE User desk queries and complaints in line with the agreed procedures.

The Assistant might be required, where necessary, to back-up other APEEE staff members in the execution of their tasks within the canteen / cafeteria sector as well as in other APEEE sectors during their absence.

## **Profile**

- A qualification (following at least 3 years of post-secondary studies) or administrative experience of at least five years
- Very good knowledge of English and French, both in spoken and written. Knowledge of another EU language would be an asset
- Working knowledge of IT tools (Word, Excel, Outlook, PowerPoint, Access, databases etc.).
- Conscientious worker
- Sense of organisation and rigour
- Ability to work in a team and integrate an international/multi-cultural work environment, conscientious and team-player
- At ease in personal contacts with pupils and their parents alike with a service oriented approach
- Patient and flexible
- Resilient, able to adapt to stressful or urgent situations
- Dynamic and motivated
- Discreet and committed

## **Conditions**

### **We offer:**

- a renewable 6-month fixed-term contract, with the possibility of extension for an indefinite period under certain conditions
- 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:** Thursday, 20 June 2019

**Indicative start date:** 1 October 2019

Applications to be sent to [info@apeeeb3.be](mailto:info@apeeeb3.be)