



ECOLE EUROPEENNE BRUXELLES III - EUROPEAN SCHOOL BRUSSELS III

ASSOCIATION DES PARENTS - PARENTS' ASSOCIATION

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PROJET RÉVISÉ DE DESCRIPTION DE POSTE

REVISED DRAFT JOB DESCRIPTION

Gestionnaire administratif expérimenté (FR/EN)

Experienced Administrative Office Manager (FR/EN)

Purpose

The administrative office manager will assist the APEEE Board and Executive Committee with organizational, administrative and operational tasks, under the direction of the President, with a view to ensuring efficient liaison between the APEEE Board, the APEEE's operations and staff, and parents.

Tasks

- Oversee and coordinate the implementation of the Board's decisions.
- Monitor and coordinate the implementation of the APEEE's policies to support the delivery and quality of the APEEE's services (canteen, extra-curricular activities and transport) in collaboration with the sector managers.



- Act, where appropriate, as an interface, and ensure a swift and effective information flow, between the sector managers, APEEE staff and Board members.
- Participate in APEEE meetings and provide regular reports on APEEE activities.
- Provide the Board with necessary supporting documents, in cooperation with the sector managers, to ensure swift and effective decision-making.
- Maintain and regularly update the APEEE's website and ensure a swift and effective exchange of information between the APEEE and parents, in liaison with the Board and the sector managers.
- Oversee the e-enrolment procedures.
- Monitor and assess internal working procedures and, where appropriate, elaborate proposals for improvements in cooperation with the sector managers.
- Ensure the keeping of proper records and archives.
- Oversee budget implementation and the implementation of auditors' and accountants' recommendations, in collaboration with the sector managers, and report regularly to the Board at its request or on his/her own initiative.
- Ensure the administrative management of the APEEE's human resources and advise the Board on staff-related matters.
- Coordinate the organization of the meetings and events.

Profile

- You have at least 5 years' experience in a comparable role.
- You communicate with ease in French and English (orally and in writing). Knowledge of Flemish/Dutch would be an asset.
- You communicate with ease in a multicultural environment.
- You have a very good knowledge of common IT tools and are familiar with, or are eager to enhance your knowledge of, e-enrolment and web editing applications.
- You are able to manage priorities and have an eye for detail.
- You are a problem-solver, proactive and able to work autonomously.
- You are organized and rigorous.
- You are able to multitask and to work under pressure.
- You are not afraid to take initiatives.
- You are keen to enhance your knowledge and abilities on a continuous basis.



Working Conditions

- 30h per week (at least for the initial period).
- Fulfilling job in a small team and multicultural environment.
- Attractive salary according to your profile and experience (gross annual salary of €35.000 - €50.000 for 30h/week).