



Fédération Européenne des Activités de la Dépollution et de l'Environnement  
European Federation of Waste Management and Environmental Services  
Europäische Föderation der Entsorgungswirtschaft

## OFFICE MANAGER AT FEAD

(European Federation of Waste Management and Environmental Services)

Part-time: +/- 30 hours/week

**Starting date: by the latest 1 March 2010**

Based in the heart of Brussels, close to the EU-institutions, FEAD offers you the unique opportunity to work with an international trade organization for the waste management industry.

### Assignments:

- Provide general administrative support for the office, such as management of the office agenda, answering the phone, responding to general inquiries and managing e-mails exchange and calendar
- Preparation of the bookkeeping for the accountant, including payment of invoices
- Organisation and assistance with the co-ordination of FEAD internal and external events and meetings
- Updating the FEAD website
- Various other organizational tasks

### Requirements:

- At least three years administrative/secretarial experience
- Excellent English oral and written skills and very good knowledge in French. Other European languages are an advantage.
- Good written and oral communication skills
- Ability to work on multiple tasks simultaneously and autonomously, establish priorities and follow through on them
- Outgoing personality, able to take initiative
- Excellent organizational skills
- Fully computer literate (Excel, Outlook, PowerPoint and Word)
- Ability to adapt in a small and highly motivated team

We offer a varied role in an interesting European environment. Our salary package includes extra legal advantages such as luncheon vouchers, a pension fund and payment which is equal to 13 months for every 12 months employed.

For more information on FEAD, please visit our website: [www.fead.be](http://www.fead.be)

Please send your CV and motivation letter to Ms. Nadine De Greef, Secretary General, at [info@fead.be](mailto:info@fead.be) at the latest by **5 February 2010**.

Please note that only short listed candidates will be contacted.

APOH, Slovakia  
ARS, Romania  
ASEGRE, Spain  
BDE, Germany  
CAOH, Czech Republic

DWMA, The Netherlands  
ESA, UK  
EWMA, Estonia  
FEBEM-FEGE, Belgium  
FISE, Italy

FLEA, Luxembourg  
FNADE, France  
IWMA, Ireland  
JLY, Finland  
KSZGYSZ, Hungary

LASUA, Latvia  
PASEPPE, Greece  
PIGO, Poland  
VÖEB, Austria