



Staff Vacancy Notice

Job title: **Administrative Assistant**
Starting date: 1st September 2014
Contract: Permanent full time contract under Belgian law
Location: Brussels

The [Conference of European Churches](#) (CEC) is a fellowship of Orthodox, Protestant, Anglican and Old Catholic Churches, partner organisations and national councils of churches from all over Europe, with a combined constituency of 300 million members.

Its vision: A humane, socially just and sustainable Europe at peace with itself and its neighbours.

Its mission: To promote and empower its members, sharing their spiritual life, strengthening their common witness and service, seeking reconciliation and fostering the unity of the Church. CEC was founded in 1959 and has offices in Geneva, Brussels and Strasbourg.

Tasks

- technical support (computers, copier, phone system...);
- manage the office database (FileMaker Pro 13);
- administrative and secretarial support for staff colleagues;
- organisation of meetings in Belgium and abroad.

Profile

- bilingual English/French; knowledge of another European language an asset;
- strong ability to deal with technical equipment (phone system, computers, copier...);
- good knowledge of the Microsoft Office suite (Word, Outlook, PowerPoint, Excel) & FileMaker Pro 13;
- team spirit, sense of initiative, experience in a similar function;
- used to and willing to work in a multi-cultural environment.

We offer

- A pleasant atmosphere in a small European team

- An international working environment located in Brussels (Rue Joseph II 174, 1000 Brussels)
- A competitive salary package

Please send your application (CV + hand-written letter of intent) in English by **15 May 2014** to the following address:

Rev. Dr Guy Liagre
Ref. **CEC-AA**
General Secretary, Conference of European Churches
Rue Joseph II, 174 B-1000 Brussels