

# RUSI EUROPE Office Manager and Project Assistant

## **Where**

RUSI Europe office in Brussels

## **Start date:**

As soon as possible

## **Term:**

Permanent contract

## **Time commitment:**

4 days per week (presence in office at least 3 days/week)

## **ABOUT RUSI EUROPE**

RUSI Europe studies, promotes, debates and reports on all issues relating to international defence and security in Europe and abroad. We are a Brussels-based international not-for-profit organisation, is independent of government and is committed to objectivity, integrity, and impartiality in all our work. RUSI Europe is dedicated to help solve the most urgent security and defence challenges, to conduct research to provide a forum for the security and defence sectors of the European Union and other NATO countries, and soon to become the premier think tank on international affairs in Brussels.

## **ABOUT THE CRIMSON III PROJECT**

CRIMSON III is a project funded by the EU and implemented by RUSI Europe that aims to promote regional and trans-regional cooperation to overcome the fragmented approach that arises from different levels of capacity and interest among littoral states; contributing to creating trans-regional synergies and increase maritime security and safety of critical maritime routes. The project focuses on two main regions: the wider Indian Ocean and the Gulf of Guinea.

RUSI Europe has grown rapidly. We now need to fill two part-time roles with a single individual, dedicated to excellence and efficiency and with a desire to advance our growth with a young, energetic team.

## **1. Office Manager job description:**

The Office Manger oversees the administrative activities that facilitate the smooth running of RUSI Europe and assists with human resource issues. The Office Manager will ensure that office equipment is maintained, relevant records are up to date, people are recruited and inducted, events are coordinated, meetings are planned and recorded, the internal communication is ensured, and that all administrative processes work effectively.

## **Reports to:**

Peter Brorsen, RUSI Europe Executive Director

## **Officer Manager Person specification**

- Experience in office administration and administrative tasks

- Experience in events organisation
- Knowledge of online conference tools (Zoom, Webex, Teams)
- Keen knowledge of Microsoft Office package: Word, Excel, Teams, and SharePoint
- Very good multitasking skills
- Able to work independently and in a team
- Able to supply basic IT support to the team (provide equipment, replace keyboards, connect a monitor to a laptop)
- Familiarity with human resource platforms, including in Belgium (desirable)

## Tasks

- Maintain the condition of the office and arrange for necessary repairs
- Procure equipment and services
- Engage with all suppliers and service providers to ensure quality services, including property owner, internet and telephone provider, cleaning services, security management, and others as required, collect the offers, and follow the invoices
- Manage online and paper filing systems
- Organise meetings as required and take minutes, including Board, team and other meetings.
- Maintain team calendar and communicate internally on updates, including government regulations, RUSI wide updates, and more
- Receive and distribute office mail and office emails
- Scan, register and file incoming invoices, receipts, other communication
- Serve as first point of contact for IT issues, directing staff towards the most reliable solution, including UK help desk, local support, or repair shop.
- Facilitate IT procurement in coordination with UK IT, COO and ED.
- Ensure maintenance and inventory of IT equipment
- Coordinate communication on in-house events
- Prepare conference room and set-up
- Support meeting organisers with reception of guests, catering and organisation of the event
- Advertise vacancy notices
- Receive applications and respond to queries about position
- Filter CVs to meet minimum criteria
- Communicate with candidates and plan interview rounds
- Arrange induction of new recruits
- File contracts
- Other tasks as assigned by the Executive Director

## **2. Project Assistant job description:**

The Project Assistant's role is to support the administrative activities that facilitate the smooth running of the CRIMSON project, in support of the Project Manager.

### **Reports to:**

Giulia Nicoloso, Project Manager, CRIMSON

## **Project Assistant Person specification**

## Essential skills and experience

- Excellent administrative and organisational skills, including the ability to operate against challenging deadlines and prioritise workloads;
- Experience in project administration;
- Experience in events organisation
- Knowledge of online conference tools (Zoom, Webex, Teams)
- Knowledge of Microsoft Office package (particularly Word and Excel), including SharePoint;
- Knowledge of Mailchimp and WordPress
- Teamworking skills, with a positive attitude towards supporting colleagues and working flexibly.

## Desirable skills

- Good knowledge of French;
- Experience in budget management;
- An interest in maritime security
- Experience working in the EU sector

## Tasks

- Project monitoring
  - Tracking the incidental expenditures: offers, invoices, budget
  - Follow-up on use of experts' days: budget and actual rates
  - Collection of monthly timesheets and invoices in accordance with contracts
- Liaison with accounting department and contract preparation
  - Sending invoices on time for the payments and follow-up
  - Preparing financial audit materials
  - Contracts and addenda
- Travel preparation and financial reporting for consultants / experts
  - Ticket booking
  - Preparation of per diem forms
  - Administrative follow-up on missions (collection of boarding passes, sorting receipts and invoices, preparation of reimbursement documents)
- Event management and technical support
  - Budget requests, venue booking and set-up
  - Liaison with facility personnel
  - Management of online platforms (if needed)
- Dissemination of the project Newsletter
- Website updates
- Other tasks as assigned by the Project Manager

**How to apply**

Please upload an up-to-date CV and letter of motivation here (link to be provided for People HR)

Application deadline: **28<sup>th</sup> July**

*Only successful candidates will be contacted for an interview*