

The European Cyber Security Organisation (ECSO) ASBL – [www.ecs-org.eu](http://www.ecs-org.eu) – is a fully self-financed non-for-profit organisation under the Belgian law, established in June 2016. Today ECSO brings together a wide variety of stakeholders such as large companies, SMEs and start-ups, research centres, universities, clusters and associations, users and operators, as well as local, regional and national administrations. ECSO Members originate from EU Member States, countries part of the European Economic Area (EEA), the European Free Trade Association (EFTA) and H2020 associated countries. The main goal of ECSO is to coordinate the development of the European Cybersecurity Ecosystem supporting the protection of European Digital Single Market, contributing to the advancement of European digital sovereignty and strategic autonomy.

ECSO is looking for a full time

## **Administrative Assistant**

### **Job Description and responsibilities**

As Administrative assistant, you will support the day-to-day activities of our office and provide assistance to our team.

#### **Description**

- **Office Operations Management:**

Oversee and maintain the day-to-day operations of the office, ensuring a productive and organised work environment.

Coordinate office activities, including managing meetings and travels.

Coordinate with external supplier to assist on all office equipment.

Develop and implement efficient office systems and procedures to optimise workflow and enhance productivity.

- **Administrative Support:**

Provide administrative support to the staff and management team.

Manage incoming and outgoing correspondence, including emails, letters, and phone calls, while maintaining a high level of confidentiality.

Provide general support to visitors.

- **Event Assistance:**

Assist in the planning and coordination of association events, including conferences, workshops, and meetings.

Assist the event manager with the event logistics, such as registration, venue bookings, travel organisation, and catering arrangements.

## Profile

- Excellent communication skills in French and English, both written and verbal.
- Minimum 2 years of experience in a similar position.
- Ability to handle confidential information with discretion and integrity.
- Strong organisational skills with the ability to prioritise tasks and meet deadlines.
- Excellent attention to detail and problem-solving abilities.
- Able to take initiative and anticipate needs.
- Proficient in using MS Office Suite
- Strong interpersonal skills and the ability to work collaboratively in a team-oriented environment and with different level of seniority.
- Flexibility and adaptability to handle changing priorities.
- Experience with a Belgian association/not-for-profit organisation is an asset.

## What we offer

You will be working in a multicultural, dynamic environment, within a team of young professionals. This position will give you a chance to gain knowledge of the growing cybersecurity industry and policy landscape in Europe, it will help you to better understand structure and functioning of European associations and how they interact with the EU institutions. You will work on real case communication activities and directly liaise with professionals working in the public and private sector across Europe. ECSO also offers an attractive salary package with many benefits, such as hospitalisation and medical insurance, meal and eco vouchers, and more.

Starting Date: As soon as possible

Location: Brussels.

Modality: 90% on-site.

Contract: full time, 1 year, renewable.

Only shortlisted candidates will be contacted.

Please send a maximum one-page motivation letter and a CV to [emilie.jonckheere@ecs-org.eu](mailto:emilie.jonckheere@ecs-org.eu) with subject line "Application: Administrative Assistant" by the 11th of February.

In accordance with GDPR, ECSO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By applying, you consent to the processing and storage of your data. Your data will be made available to the Secretary-General as well as the



administrative personnel responsible for the recruitment process. You can withdraw your application and the right to process the data that you have provided to us at any time by sending an e-mail to [secretariat@ecs-org.eu](mailto:secretariat@ecs-org.eu)