

## Administrative Assistant

The European Cyber Security Organisation (ECSO) is seeking a motivated and detail-oriented Administrative Assistant to join our team. If you're passionate about organisation, administration, and creating a positive work environment, we'd love to hear from you!

### About ECSO

The European Cyber Security Organisation (ECSO) is the **pan-European**, private-public federation (**non-profit**) developing Europe's cybersecurity resilience and strategic autonomy. Established in 2016 as the European Commission's contractual partner for the **Public-Private Partnership in Cybersecurity**, ECSO unites more than 340 stakeholders—including businesses of all sizes, public administrations, research centres and many more—and provides a platform for dialogue, **knowledge sharing**, visibility opportunities, **industry advocacy**, and further public-private collaboration.

### Main Responsibilities

#### Office Management:

- Keeping the workspace organised and well-maintained.
- Managing office supplies and inventory.
- Coordinating maintenance and IT support.

#### Scheduling & Coordination:

- Organising meetings and appointments.
- Booking travel and accommodations for staff.
- Preparing meeting materials and taking minutes.

#### Communication & Correspondence:

- Handling emails, phone calls, and inquiries.
- Drafting reports, letters, and other documents.
- Acting as a point of contact for clients and partners.

#### Administrative Support:

- Processing invoices and assisting with accounting reporting.
- Managing files, databases, and records.
- Overseeing contracts and documentation.

## Event Planning Assistance:

- Helping organise conferences, workshops, and office events.
- Coordinating logistics like venue bookings and catering.

## Requirements

- At least 2 years of experience in similar position.
- Proficient with office software such as Microsoft Office 365.
- Strong written and verbal communication skills (French and English).
- Strong interpersonal skills to interact positively with all employees.
- Excellent time management skills and ability to prioritize work.
- Strong organization skills with ability to multitask to complete a wide variety of tasks.
- Attention to detail to ensure tasks are completed thoroughly and correctly.
- Reliability and discretion.
- A “can-do” and “why-not-this” mentality: entrepreneurial, flexible and open mindset.
- Continuous eagerness to learn and develop your personal skills and competences further.
- Experience with a Belgian association/non-profit organization is a plus.

## What we offer

ECSO offers a challenging and interesting full-time position with real development opportunities. Note that you will also help the Women4cyber team (same office).

- Full-time position.
- 12 months CDD renewable.
- Gross salary in line with similar positions in Brussels.
- Extra-legal benefits: meal allowance, monthly lumpsum coverage of certain costs, hospitalisation / health insurance.
- A unique opportunity to collaborate and interact with international team of motivated young Europeans.

## Application Process

- Deadline to submit your application: 31 July 2025 at noon. Note that only EU citizen applicants are eligible.
- Please send your CV and Cover Letter to [emilie.jonckheere@ecs-org.eu](mailto:emilie.jonckheere@ecs-org.eu)
- Starting Date: September
- Location: Brussels
- Only shortlisted candidates will be contacted.

**ECSO is an equal opportunity employer and encourages applications from all backgrounds, including age, gender, sexual orientation, religion, ethnicity, and disability.**

In accordance with the 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)