



Paid Internship

Administration Assistant (Full-Time), Brussels

Internship description

Internship purpose

Pesticide Action Network (PAN) Europe is a Brussels-based environment and health NGO with a diverse, multidisciplinary and multilingual team.

Our organisation has grown rapidly over the last three years and we therefore need to ensure that our team is well supported. To that end, we are now looking for an intern in the role of Administration Assistant to provide their support to our Administration and Membership Manager.

We are looking for a motivated individual who will be willing to learn and undertake a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our organisation's general administrative activities.

While in this role, the successful candidate will also contribute to our effort to improve our internal processes and help us, among other things, to have a smooth relationship with external partners and members.

Main tasks

- Under the supervision of the Administration Manager, keep track of the organisation's finances (eg. coding expenses, entering data into a database, and processing invoices);
- Support the team with finance and/or administrative requests as required (eg. Expenses Claims, Travel requests, Transparency Register application for access to the European Parliament);
- Create documents, follow up timely completion (eg. monthly timesheets) and maintain an appropriate filing system;
- Reply to potential individual and organisation membership requests on how to join PAN Europe's network;
- Support the team by issuing membership invoices and follow-up payments;
- Respond to daily administration related queries, under the supervision of the line manager;
- Assist the line manager in the logistical organisation of local and/or international events and meetings (eg send invites, take minutes, book venues et al);
- Maintain office equipment as needed (eg order office supplies);
- Performing general office duties and errands;



- Contribute to improve the organisation and maintenance of relevant electronic files and suggest changes as and if necessary, aligned to PAN Europe's standards.

Location

This position is based in Brussels, Belgium. We allow a combination of home and office work (hybrid) but physical presence is mandatory twice per week.

Person Specification

Education and training

- A bachelor degree or equivalent.

Experience & knowledge

- Ideally, a first experience related to office administration.

Key competences

- Fluent in **English** (working language) and **French**, written and verbal;
- Meticulous with particular attention to details;
- Very good organisational and communications skills;
- Very good IT skills (e.g. knowledge of the Google platform: Spreadsheets, Forms, Drive etc/ Microsoft office: Excel and PowerPoint);
- Positive and proactive attitude;
- Commitment to working for the protection of health and the environment.

What this internship will offer you

- You will be offered on the job training but also the possibility to attend any other relevant to your role training/workshop, organised for our team;
- You will work in a pleasant and open environment within an experienced, multilingual and multicultural team; you will develop your professional skills in an international context;
- You will enjoy our flexible working hours, teleworking, extra benefits (eg. lunch vouchers et al.);



- You will be part of a team fighting to reduce chemical pollution and promote an ecological way of living;
- You will learn about the administration of Brussels-based NGOs working at the EU-level;
- You will be given the opportunity to assist with the organisation of international and local events.

Internship Requirements

Candidates for this internship must have the pre-existing right to work in Belgium and this right must be extended to at least six months from the start date of the internship.

We ask that the intern commits to **5 days per week** of work (38 hours), for a **6-month duration**.

What we offer

This internship is paid and should ideally start in **mid-October/November 2024** or as soon as possible after that. The legal framework under which we hire our interns in Belgium is that of the “Convention d’Immersion Professionnelle”. You can find more details [here](#) (available only in FR/NL). You will also receive lunch vouchers at a face value of 8,00 EUR per day, as well as 10 days of paid annual leave (prorated if internship starts half way through the calendar year).

If the successful candidate is interested in staying within the organisation after the end of the internship period, and provided there is sufficient budget and a positive performance review, PAN Europe will consider offering a contract of employment..

How to Apply

Please use as subject of your email **the Internship Title and your full name** (eg. “Administration Assistant Internship - John Smith”) and send your CV and Cover Letter (in English) to **Katerina Iordanopoulou** at jobs@pan-europe.info explaining how you meet all the essential requirements of the Internship. The deadline is **Sunday, 15th September 2024**. Due to the low admin capacity, we regret that only candidates invited to an interview will receive a reply.

PAN Europe provides equal employment opportunities to all individuals regardless of their race, colour, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.