



Vacancy

The European office of the Friedrich Ebert Foundation in Brussels offers a job as

administrator for the competence center "Work of the Future"
possibly from December 1st.

The Friedrich-Ebert-Stiftung (FES) is an independent and non-profit organisation that is committed to the ideas and basic values of social democracy and the labor movement. The competence center "Work of the Future" is dedicated to the challenges that arise from the changes in the world of work in the course of the so-called "Digital Transformation". Its core concern is the identification and development of progressive policy proposals to shape the structural change that is taking place.

The Friedrich-Ebert-Stiftung's European and global network enables dialogue about political, economic, social and ecological issues not only between Germany and Europe and within Europe, but also between Europe and the world. The Friedrich-Ebert-Stiftung - as a dialogue, education and consulting agency - is doing justice to its special role as a "political network organization" for and with the various European institutions.

Tasks

- Organizational preparation and follow-up of activities
- Project administration
- Financial administration
- Editing of the website, newsletter and social media channels
- General secretarial and administrative tasks

Requirements

- Completed vocational training as a businessman / woman for office management or comparable knowledge, skills and experience
- Thorough and versatile specialist knowledge
- Good knowledge and several years of experience in event management with different formats
- Knowledge and experience in financial processing and budget planning
- Excellent organizational and communication skills and a team-oriented way of working
- Very good command of MS Office programs
- Experience and proficiency in dealing with content management systems; excellent command of various social media channels
- Good knowledge of English and German, knowledge of French is an advantage

We offer

- Full time job
- Adequate pay according to Belgian law
- International work environment
- Permanent contract
- Appropriate professional development opportunities

Please send your complete application documents (including certificates) by email **until November 27, 2021** to: matthias.weber@fesmoe.eu.

If you have any questions about the application, please call us on +32 470 400 340.