



**LOOKING TO JOIN A DYNAMIC TEAM IN AN INTERNATIONAL, SCIENCE-FOCUSED ENVIRONMENT?**

**BECOME OUR ALL-ROUNDER ADMINISTRATIVE ASSISTANT!**

**Contract:** Fixed permanent contract, starting in April 2025

**Schedule:** Full-time (4/5 possible)

**Location:** Brussels-based, hybrid (minimum two/three office days per week)

## **Who We Are**

ECETOC is a scientific association that provides a collaborative space for top scientists from industry, academia, and governments to tackle real-world problems related to the safety of chemicals. Our mission is to develop trusted, sustainable, and practical solutions to regulatory scientific challenges, benefiting businesses, regulators, and society as a whole.

The ECETOC Secretariat is a small but dynamic, international, and committed team. We value a supportive and flexible working environment where team members thrive on learning and personal growth.

To strengthen our team, we are looking for an **Administrative Assistant** to provide essential support across project management, office and event coordination, and communications. If you are organized, detail-oriented, and eager to contribute to a fast-paced, science-driven environment, we'd love to hear from you!

## **Main Responsibilities**

### ***Project Management Support***

- Assist Science Managers with kick-off and follow-up meetings (scheduling appointments, drafting agendas, sharing minutes, sending invitations, updating SharePoint sites, ...).



### ***Office & Event Management Support***

- Ensure the office is stocked, equipped, and functioning smoothly.
- Help plan and run in-house and external events (select/coordinate venues, arrange catering, book travel/accommodation, manage registrations, create badges, welcome and support participants, ...).
- Support the Head of Administration in diverse tasks (accounting, payroll, infrastructure, HR administration).

### ***Communications & Membership Support***

- Format and edit draft publications in line with organizational and journal standards.
- Maintain and update membership and project databases.
- Handle daily management of incoming inquiries.

### **Profile, Competences & Skills**

- **Languages:** Excellent English (working language) and working knowledge of French (Dutch is a plus).
- **Education:** Bachelor's degree in communications, languages, administration or related fields (preferred).
- **Experience:** At least 3-5 years of experience in an administrative role.
- **Skills:**
  - Highly organized, detail-oriented, and proactive.
  - A flexible and motivated team player with a self-starter attitude.
  - Strong problem-solving skills and ability to adapt to new challenges.
  - IT-savvy, proficient in Microsoft Office tools (including SharePoint, Forms, and ideally a database management tool).
- **Eligibility:** Must have legal work permit and residence in Belgium.

### **What We Offer**

- A competitive salary based on experience and qualifications.
- Lunch vouchers, public transportation allowance, hospitalization and group health insurance.
- A small but growing international team working closely with passionate scientists from all over the world.



- A dynamic and collaborative flexible working environment that respects work-life balance.

## Application Process

To apply, send your **CV and a short introduction letter** highlighting how your skills and experience match our qualifications, and why you are looking for a new opportunity, to **info@ecetoc.org** by **30 March 2025**.

Please note that only selected candidates will be contacted.

*At ECETOC, we are committed to diversity and inclusion. We welcome applicants from all backgrounds who share our passion for collaboration and excellence.*