

YUFE Office & Events Manager

The YUFE Central Office is looking for an Office & Events Manager for its joint Brussels Office (YUFE AISBL/ivzw).

Working as part of the YUFE Central Team

The Young Universities for the Future of Europe (YUFE) is one of the dynamic European University Alliances, selected by the European Commission. YUFE aims to shape a holistic and inclusive future for European students and learners, and their society. The YUFE Alliance strives to be the front-running Alliance of European Higher Education in which students, learners, and staff are co-leaders, co-dreamers, and co-creators. YUFE's mission is to become a successful model of a socially responsible European University.

Read more about our Alliance at www.yufe.eu.

At the core of the YUFE Alliance lies the YUFE Central Office, based in Brussels, which operates as the pounding heart of realizing YUFE's long-term strategy and supporting the Alliance's policies. As YUFE Office & Events Manager, you will be part of a young and energetic Central Office Team acting as a shared service unit to the whole Alliance and its partners.

What you will be working on

The YUFE Office & Events Manager is a multifaceted role responsible for ensuring the smooth-running of the office and organising events efficiently. Your position will involve overseeing and undertaking various administrative functions, from financial administration to correspondence handling.

As Office & Events Manager, you will have the opportunity to:

- Undertake the office administration of the YUFE Central Office (AISBL/ivzw): holiday planning, procurement of office supplies, merchandise, and IT equipment as needed
- Contribute to the financial administration, of the AISBL: accounting and reporting, including processing salaries and benefits
- Play a crucial role in organizing meetings in the Brussels office, including coordinating catering and logistics.
- Oversee the Coordinate with the housing company to address any office-related concerns or requirement
- Get the opportunity to plan and execute team events to foster a collaborative and positive working environment.
- Be responsible for correspondence and managing general YUFE inboxes.

What we are looking for

We are looking for a dedicated, proactive team player that wants to contribute to a dynamic team within an international and intercultural environment. As equity, diversity and inclusivity belong to YUFE's core values, we are searching for a colleague fully committed to these principles.

- You preferably hold a Bachelor's degree
- You have a proven, demonstrable record of working in a context that prepares you for this role
- You are familiar with the Belgian employment system and are familiar with Brussels suppliers
- You know the MS Office package very well (experience with SharePoint and Exact Online is an asset)
- You are strong at planning and organisation
- You have strong administrative skills, and you have excellent written and oral communication skills in English and Dutch or French (any other European language will be an asset)
- You feel at ease to work independently and within a small team and be flexible to support a diverse range of tasks.

The position reports directly to the Secretary General.

What we are offering

If you want to become our new colleague, then we offer you:

- A contract of indefinite duration (under Belgian law)
- Salary based on experience (and orientated on salary scales of Belgian Universities)
- Competitive package of benefits (meal vouchers, full reimbursement of public transport, group insurance etc.)
- The possibility of working from home two days a week
- An open working environment with attention to your work-life balance and up to 40 days of holidays.

Do you think you could be a great fit to the job, and you want to apply? Then apply before **31 July 2024** by sending us your CV and a cover letter convincingly explaining your motivation to work for YUFE to sg@yufe.eu. Please also include your possible start date.

The interviewing process will contain of the following two steps:

- First-round interview of shortlisted candidates (online), held on **29 and 30 August 2024**
- Second round Interview with practical assignment held physically in Brussels on **03 September 2024**

Do you have questions on the position, please contact [Maria-Valerie Schegk](#), Secretary General of YUFE. Please be aware that between 19 July and 16 August reachability might be limited due to the holiday period.