

We are looking for:

OFFICE MANAGER

Apply before 15 October 2023!

www.eseia.eu

About ESEIA

The European Sustainable Energy Innovation Alliance (ESEIA) is a leading European non-profit organisation in the field of sustainable energy systems. Headquartered in Graz, Austria, ESEIA has 23 member organisations in 12 European countries, representing 14 Higher Education Institutions, four research organisations and five businesses. As a cross-sector alliance, ESEIA plays a pivotal role in driving renewable energy innovation, fostering collaboration and advancing sustainable solutions across Europe. Visit our website: <https://eseia.eu/>

Job Description

ESEIA seeks a highly organised and detail-oriented **Office Manager** to join its international team. As the Office Manager at ESEIA, you will ensure the smooth and efficient functioning of the ESEIA Office. The position includes the following responsibilities:

- Responding to ESEIA Members enquiries (mailboxes);
- Organising ESEIA General Assembly meetings (physical and virtual), including meeting logistics;
- Organising international travel for EC projects;
- Setting up multilateral appointments (finding common dates);
- Managing network drive and cloud systems;
- Keeping contact data base updated;
- Managing expert data base (CVs and competence matrix);
- Managing intranet MY ESEIA: Roles and Access Rights;
- Creating ESEIA templates and model processes;
- Creating presentations, charts, tables, including for EC projects;
- Organising staff meetings and taking minutes;
- Keeping E&T Best Lecture Library updated;
- Creating statistics;
- Setting up new email accounts for new staff members.

Experience & Skills

- Bachelor's or Master's degree in a relevant field;
- Previous experience in a similar position;
- Excellent organisational, communication, and interpersonal skills;
- Attention to detail and a proactive attitude;
- Excellent command of English; knowledge of other languages is a plus;
- State of the art computer skills (MS Office Suite, WordPress, Dropbox, cloud systems, Zoom, Doodle, Mailchimp, InDesign, Easyname) and remote working capability;
- Ability to work effectively within a multidisciplinary and international environment;
- Eagerness to learn and develop, and flexibility and adaptability to handle changing priorities.

What We Offer

Working at ESEIA means joining a diverse team of dedicated professionals driven by a common goal: help create a climate-neutral future. We cultivate a culture of collaboration and innovation and encourage our employees to reach their full potential. As a valued member of our team, we will provide you with a competitive compensation and benefits package:

- An opportunity to join a dynamic organisation where everyone can thrive;
- Professional development opportunities to enhance your skills and expertise;
- Flexible working arrangements, including in-office part- or full-time, and partly or fully remote;
- **Minimum salary of € 38,000 gross plus 25 holiday leave days per year** on a full-time equivalent basis, as well as health and social security coverage.

Application

If you want to make a difference and help us fulfil our mission of creating a more efficient, affordable and sustainable energy system in Europe, then we would love to hear from you.

Please address your application in English including your CV, cover letter, and two references to the ESEIA Director, Brigitte Hasewend, e-mail: Brigitte.Hasewend@ESEIA.eu.

The application deadline is **23:59 CEST, Sunday 15 October 2023**. Shortlisted candidates will be invited for interviews.

Equal Opportunities

As an equal opportunity employer, ESEIA encourages applications from anyone who believes they fit the essential requirements for the job, regardless of gender, religion, sexual orientation, nationality and ethnicity. ESEIA has a gender equality plan in place.

For more information about Careers at ESEIA, please visit: <https://eseia.eu/careers/>