

ESEIA is seeking to recruit for the position of

## **ESEIA Office Manager**

Post-Graduate degree holders with office management experience and excellent English language skills are invited to apply for a posting onsite at the ESEIA Headquarter in Graz.

### **ABOUT ESEIA**

ESEIA, the European Sustainable Energy Innovation Alliance, is a leading European non-profit organisation in the field of sustainable energy systems. Headquartered in Graz, Austria, with an office in Brussels, ESEIA has twenty-three-member organisations in twelve European countries, of which two thirds are Higher Education Institutions and research organisations, and one third are businesses.

We are committed to achieving energy targets by 2030 and are systemically working towards this goal. 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.

### **JOB OPPORTUNITY**

ESEIA seeks to employ a highly organised **Office Manager** with management experience to join the 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 business meetings and training events (hybrid);
- Organising international travel for EC projects;
- Setting up multilateral appointments;
- Managing network drive and cloud systems;
- Keeping contact data base updated;
- Managing intranet MY ESEIA: Roles and Access Rights;
- Creating ESEIA templates and model processes;
- Creating presentations, charts, tables, and graphics including for EC projects;
- Taking minutes and writing summary reports;
- Keeping E&T Best Lecture Library updated;
- Creating statistics;
- Onboarding of new staff members;
- Day-to-day accounting (income-expenditure) and time-keeping.

### **PROFILE**

Successful candidates will have the following profile:

- Bachelor's degree in a relevant field;
- At least three years of OM experience;
- Excellent organisational, communication, and interpersonal skills;
- Proactive attitude and attention to detail;

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- 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, Easynome) 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.

## **WHY JOIN ESEIA?**

Joining ESEIA means joining a diverse team of dedicated professionals driven by a common goal and experiencing a workplace culture that encourages collaboration and innovation and supports learning and career development. We pride ourselves on being a dynamic organisation where everyone can thrive.

## **OUR OFFER**

ESEIA rewards your contribution. Working for ESEIA you have access to a range of benefits which enhance your work experience, foster your career development, and boost your well-being. Part of the package:

- Competitive salary: € 38,000 gross per year for full-time equivalent;
- Paid leave: 25 days;
- Health and social security coverage;
- Training opportunities.

## **HOW TO APPLY**

Please send your **application in English** including your CV in Europass format, motivation letter, and two references to the ESEIA Director, e-mail: [brigitte.hasewend@ESEIA.eu](mailto:brigitte.hasewend@ESEIA.eu).

Deadline for applications: 31 March 2024 starting 2 May 2024,

Shortlisted candidates will be contacted for interviews by 15 April 2024.

## **FURTHER INFORMATION**

More information on ESEIA is available on the ESEIA web site: <https://eseia.eu/careers/>.