

JOB OFFER

The APEEE of Brussels IV is looking for an Assistant Manager - Canteen service (part time)

The APEEE of Brussels IV is an aisbl (a not for profit international association) operating within the European School of Laeken. The APEEE IV manages several services: the school transport, the extracurricular activities, the canteen as well as the cafeterias.

We are currently looking for an Assistant Manager, responsible for processing files for the APEEE canteen service.

The responsibilities of the Assistant Manager will include:

- Acting as an interface with interlocutors and partners,
- Managing registrations, cancellations and changes,
- Ensuring the follow-up of emails, informing parents on the progress of files and preparing corresponding summary reports,
- Ensuring an administrative logistics function (note taking, minutes, language revisions, student profile management, staff planning, training, etc.),
- Text entries, formatting, tables, agenda keeping, mail, filing, file preparation, organizing meetings, etc.,
- Ensuring internal and external communication (follow-up of emails, telephone requests, mail),
- Analyzing and synthesizing points for improvement and providing an appropriate response,
- Processing payment requests via the softwares foreseen.

The candidate will hold a university degree or a professional training/experience guaranteeing an equivalent level in the relevant field.

The candidate would ideally be versatile. Knowledge of archiving and documentation techniques as well as administrative procedures related to fields of activity is essential. The candidate is familiar with Office 365.

Knowledge of a school environment is appreciated. Being familiar with the structure of the APEEE, its organization, its environment and its stakeholders is an asset.

A thorough knowledge of French and a very good knowledge of English are essential; a sufficient writing skill in French and English is required.

The candidate will feel comfortable working in a multicultural environment; he/she will demonstrate initiative, good anticipation and reaction skills and is a team player. The candidate will be rigorous and methodical and will also demonstrate excellent organizational, planning, analytical, comprehension, as well as oral and written communication skills.

The position reports to the managers running the concerned services and is based in Laeken (Brussels).

Permanent contract, part time.

Please send your motivation letter and your resume to the APEEE Brussels IV secretariat, Drève Sainte-Anne, 86, 1020 Bruxelles or per email secretariat@bru4.eu. Deadline for application is Tuesday 30 November 2021.