

## JOB OFFER

### The APEEE of Brussels IV is looking for a Transport Assistant Manager (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 transport and canteen APEEE's services.

#### **The tasks of the Assistant Manager will include:**

- Acting as an interface with interlocutors and partners,
- Managing registrations, cancellations, and changes
- Ensuring internal and external communication: follow-up of service emails, telephone requests, informing parents on the progress of files and preparing corresponding summary reports, monitoring the performance of school bus companies, etc.,
- Ensuring an administrative logistics function (daily data entry into the database of bus arrival time and updating, updating emergency contact list, minutes, student profile management, staff planning, etc.),
- Managing and supervising a team of approximately 80 people: recruiting, training, dispatching, planning communication, evaluation, absences and replacements management, payroll management,
- Text entries, formatting, tables, agenda keeping, filing, file preparation, organizing meetings, etc.,
- Analyzing and synthesizing points for improvement and providing an appropriate response.

### **Profile and skills required:**

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

The candidate would ideally be versatile. A first experience in team management is essential. The candidate is familiar with Office 365 and Google Workspace.

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, and any other language is a plus.

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 candidate will be solution-oriented and proactive, as well as physically resistant to stress and discreet.

### **What we offer:**

Permanent contract, part time.

Varied customer service, people management and logistic job.

Competitive salary in a lively and welcoming workplace.

Intervention in part of your transport fees.

The position reports to the transport managers and is based in Laeken (Brussels).

**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](mailto:secretariat@bru4.eu).  
Deadline for application is November 31, 2021.**