

JOB OFFER

The APEEE of Brussels IV is looking for an Extracurricular activities Assistant Manager (full 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 extracurricular activities service.

The tasks of the Assistant Manager will include:

- 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 monitors and supervisors, etc.,
- Managing a team of monitors and supervisors,
- Ensuring an administrative logistics function (follow-up of orders for materials for activities, reports, etc.),
- Organising logistical needs such as finding rooms and outdoor venue rental for activities,
- Organisation and follow-up of events organised by the APEEE,
- Evaluation of the content and the pedagogical approach through a field presence.

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 would be an advantage. 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, 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:

- A lively and welcoming workplace
- Permanent contract, full time
- Gross monthly salary from € 3.000,00
- Holiday allowance
- 13th month
- Group insurance

The position reports to the extracurricular activities manager 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.

Deadline for application is January 28, 2022.