



Positions: Administrative Officer

Eurocarers is a not-for-profit European NGO representing the interests of informal carers of people with serious long term illnesses and disabilities.

With support from the European Commission, DG Employment, Social Affairs and Inclusion, Eurocarers plans to establish, for the first time, a secretariat, in Brussels, initially consisting of two staff, the director and administrative and fund raising officer.

Key duties and responsibilities include:

- Responsible and reporting to the Director;
- Responsibility for the day-to-day administration of the office;
- Reporting and other compliance systems for the implementation of the Progress Workplan 2014 – 2017, including support to members in addressing the deliverables;
- Assisting with co-ordination of research, development and advocacy projects;
- Maintaining Association Website

Qualifications and experience:

- Proven track record of relevant level of administration experience, including experience managing reporting systems for EU-funded initiatives;
- Ability to prioritise, organise and work independently with a minimum of supervision;
- Excellent written and verbal communication skills and fluency in English and French;
- High level of computer literacy, specifically with Windows and Microsoft Office and web-tools.
- Accounting/Accounting Technician qualification;
- Fund raising experience, through engagement with Corporate sector and philanthropic foundations

The contract for this position is for two years subject to six months probation and subject to available resources.

Please supply, by email, CV and related materials addressed to:

The Secretary, Eurocarers

Email address: Eurocarers@gmail.com

Closing Date: Monday 20th May, 2014.