

Position (Senior) Administrative Officer

OPERAS is the Research Infrastructure supporting open scholarly communication in the social sciences and humanities (SSH) in the European Research Area. Its mission is to coordinate and federate resources in Europe to efficiently address the scholarly communication needs of European researchers in the field of SSH.

The European landscape of scholarly communication in the SSH is currently patchy, fragmented and not organized enough to be efficient, particularly to address the challenge of transitioning to Open Science. This is due to several factors, such as the small size of resource providers, the variety of technical skills and resources across the community. The nature of the SSH disciplines also adds specific challenges which are not correctly addressed at scale, such as the diversity of publication languages, the entrenchment in diverse cultural backgrounds and the need for specific forms of scholarly communication (monographs, critical editions, and edited bibliographies, amongst others).

By fulfilling its mission, OPERAS provides the research community with the missing brick it needs to find, access, create, edit, disseminate and easily and efficiently validate SSH outputs across Europe. In one word, OPERAS unlocks scholarly communication resources and enables the whole field to reinvent itself in the new Open Science paradigm.

The OPERAS AISBL was established in 2020 and we are now seeking to recruit an experienced Administrative Officer to work in our Brussels office and help support our Executive Management team.

Job Summary

You'll be supporting colleagues working in several countries and reporting to the Secretary General based in Belgium. You will closely work with the CFAO for the general administration of OPERAS (travel, purchase and invoices).

You will provide support to the Coordinators for their travel arrangements and expenses.

You are able to work on your own initiative, juggling with tasks and under pressure. You are flexible and adaptable and will have some freedom to organise your planning, paying attention to deadlines and ready to chase people to ensure deadlines are met.

Key Responsibilities

Ensure the smooth, effective, and coordinated running of the OPERAS General Office Administration, including:

- Office general administration:
 - Daily management of purchases and invoices, maintenance of shared overviews.
 - Contribute to the preparation of regular reports
 - Contribute to the preparation of office policies updates as needed
 - Manage office supplies, stock and place orders.
 - Organise filing system for company documents (digital and hard copy as needed).
 - Distribute and store correspondence (e.g. letters, emails and packages).

- Maintain a company calendar and schedule appointments.
- Comply with legal obligations regarding HQ offices' security and safety measures and reception of the public.
- Comply with legal obligations regarding labour laws and mandatory information to be displayed in OPERAS HQ.

- Events logistics and organisation:
 - Local and external OPERAS' and Projects' meetings.
 - Note-taker for OPERAS meetings.
 - Administration of Travel arrangements and expense claims.

- Additional responsibilities
 - Support the team with European-funded projects administration.
 - Assist DPO with GDPR-related assignments and document preparation.

Relationship

You will build relationships with all employees at OPERAS, the OPERAS coordination Team (OCT) and members of OPERAS communities.

You will be in liaison with several administrations in both French and English languages.

Job Requirements & Skills

You have several talents, and among them:

- High school diploma; additional qualifications in Office Administration are a plus
- Familiar with financial administration systems
- Proven work experience as an Administrative Officer, Administrator or similar role for a small to medium company; a former experience in a non profit foundation would be ideal
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Strong oral and written communication
- Excellent organisational and time management skills with a good attention to detail
- Natural ability to work effectively in a team

Offer

- The position is offered for an indefinite period of time.
- This is a Full time position based in Brussels. There may be the opportunity to work from home 1 day per week and on an ad-hoc basis.
- Salary and full package depends upon the experience of the successful candidate.

Equal opportunities

OPERAS AISBL is committed to creating a diverse environment and is proud to be an equal opportunities employer.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Process and timescale (provisional)

Closing date for applications	Open process
Interviews & Short-listing	Upon reception of applications
Final interviews (optional)	-
Expected Starting Date	ASAP

Information to apply

Please **send a cover letter and your CV** to hr@operas-eu.org. An assessment may be part of the selection process. Only direct applications from candidates are taken into account. OPERAS AISBL does *not* appreciate any acquisition by third parties regarding this position. For additional information about this position, you may contact OPERAS' Secretary-General at yannick.legre@operas-eu.org