

Administrative Support / Executive Assistant

The Hydrogen Council is a global CEO-led initiative that brings together leading companies with a united vision and long-term ambition for hydrogen to foster the clean energy transition. Using its global reach to promote collaboration between governments, industry and investors, it provides guidance on accelerating the deployment of hydrogen solutions around the world. The organisation was created in 2017 and has members based across all major time zones in Americas, EMEA and APAC. The Council's secretariat is based in Brussels. More info on: www.hydrogencouncil.com.

The Hydrogen Council's secretariat is growing its team and is looking for an:

Administrative Support / Executive Assistant

ROLE DESCRIPTION / RESPONSIBILITIES

- As an Administrative Support, you are responsible for the day-to-day administrative operations of the Hydrogen Council, such as: invoicing, pay roll administration, organisation and follow-up on general administrative matters including administration related to e.g. membership, governance or legal matters;
- As an Executive Assistant, you provide support to the team of Directors of the Hydrogen Council, on matters such as meeting planning, arranging travel logistics, taking minutes during meetings etc.;
- Furthermore, you are the primary contact for administrative functions of the Board and the Coordination Committee of the Hydrogen Council and provide support to the governance of the Hydrogen Council;
- You operate in an international setting with English as the de facto standard language;
- You are part of a dynamic and constructive environment, in which all team members contribute to a quality and service oriented organisation.

QUALIFICATIONS

- You have excellent organisational and communication skills, are precise, driven and looking forward to be part of an international setting. Experience with accounting and social law administration is recommended. Furthermore, a flexible, diplomatic, tactful and service oriented mindset is required;
- Education: office management, executive assistant or similar;
- Experience: some years of professional experience in a similar position is a plus;
- Language skills: excellent written and oral communication skills in English as well as in Dutch and/or French;
- Other: well developed competencies in the usual range of IT tools (e.g. MS Office), open to learn additional tools.

OTHER INFORMATION

- Contract type: employee
- Expected start date: as soon as available
- Remuneration: competitive, based on experience
- Location: Brussels

APPLICATION PROCESS

- Please submit your current CV (max. 2 pages) and a short letter outlining your motivation and vision for the role to vacancy@hydrogencouncil.com using “**Vacancy / Administrative Support and Executive Assistant**” as the email subject line;
- All applications must be received no later than **July 8th 2021**;
- Due to the anticipated volume of applications, please note that only shortlisted candidates will be contacted with further information.