

## JOB OPPORTUNITY AT EMMA & ENPA: OFFICE MANAGER

**EMMA**, the European Magazine Media Association, is a non-profit organisation representing over 15.000 magazine publishers throughout Europe publishing over 50.000 titles in Europe, reaching on average 80% of European adults. 300 million Europeans read magazines on a regular, consistent basis. See: [www.magazinemedia.eu](http://www.magazinemedia.eu)

**ENPA**, the European Newspaper Publishers' Association, is a non-profit organisation representing publishers of newspaper and news media on all platforms throughout Europe. In a rapidly changing media environment, ENPA supports publishers with the aim of achieving a successful and sustainable future for independent news media in Europe. See: [www.enpa.eu](http://www.enpa.eu)  
Both organisations operate under a joint team.

**EMMA - ENPA** is currently looking for an office manager to join our Brussels office team full-time. The candidate would provide administrative/ accounting/ communication support to the Executive Director and the team to ensure the smooth running of the office.

### Main duties:

- Organize and support EMMA and ENPA meetings and events.
- Organize and coordinate the management of incoming/outgoing invoices.
- Follow-up of the bank accounts.
- Liaise with external accountants to process invoices, track payments, and update internal tracking of outgoing invoices.
- Manage HR and payroll with the "secrétariat social".
- Help managing the official registers of the associations.
- Manage EMMA and ENPA contracts with outside suppliers (i.e. telephone companies, insurances, IT, members, etc.).
- Coordinate travel plans for the EMMA and ENPA team.
- Handle incoming/outgoing mail and calls and order office supplies.
- Manage EMMA and ENPA websites.
- Help and support the team with online communication tools for EMMA and ENPA members.
- Assume other administrative/secretarial duties on an ad hoc basis.

### Profile:

- Candidates ideally should have 1-5 years experience as an administrative assistant/office manager/secretary. Young graduates with some relevant experience (e.g. internships) are also encouraged to apply.
- Candidates should have excellent English and French language skills and very good written and verbal communication skills. Additional language skills are an asset.
- Candidates should possess strong IT skills (Word, Excel, Websites, social networks etc.)
- Candidates should be highly organized, with strong planning, decision making and problem-solving skills.
- Candidates should be self-motivated, able to work efficiently and autonomously, assets that are essential being part of a small team.

### We offer:

- A CDI Belgian contract, full-time
- Hospitalisation insurance
- Pension scheme

- Part-time work from home

**How to apply:**

Please send a CV and a brief letter of interest (Subject heading: application administration officer + your name) to Sophie Mertens, Office Manager of EMMA and ENPA. Email: [sophie.mertens@magazinemedi.eu](mailto:sophie.mertens@magazinemedi.eu)

**Deadline for completed applications: 31 January 2023.**

Please note **applicants may be interviewed on a rolling basis**, so it is possible for the position to be filled prior to this deadline. The ideal start date for this position is mid-February 2023.

**For further information contact:**

Sophie Mertens – **EMMA & ENPA Office Manager**  
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