

Job Title: Part-time Office Manager (International Non-Profit Organization)

June 2023

European Association for Gestalt Therapy

The European Association for Gestalt Therapy (EAGT) speaks on behalf of 24 national organizations from 23 European countries and beyond. EAGT was founded in 1985 with the aim of promoting Gestalt therapy and Organizational Gestalt in Europe and abroad, pooling and sharing knowledge and resources, promoting a high professional standard for Gestalt approach and supporting research.



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Job Summary

We are seeking a well-organized and self-motivated Office Manager for our dynamic international non-profit organization. As Office Manager, you will play a critical role in ensuring the smooth functioning of our virtual office environment. Your responsibilities will primarily include administrative tasks such as bookkeeping, coordinating online and hybrid meetings in various European cities, maintaining digital records, and supporting various teams and projects remotely.

The language of communication in the organization is English, so fluency in written and spoken English is required. As our organization is incorporated under Dutch law, knowledge of the Dutch language is an advantage.

The ideal candidate should have exceptional organizational skills, excellent communication skills and the flexibility to adapt to a virtual, multicultural work environment.

Responsibilities

1. Running an office with 2-3 employees, with external accounting and IT consulting:

- Recruiting and preparing new office staff.
- Delegating tasks and coordinating the work of the team, including preparation of documents for the accounting office.
- Support and identify the needs of the office in tasks and team development.

2. Administrative Support:

- Manage the admission process for new members of the organization, document control, communication with applicants, based on internal procedures and GDPR.
- Design and maintenance of the database and archive, in coordination with the IT service.
- Manage daily administrative tasks, including virtual correspondence, scheduling meetings, and organizing electronic files and documents.

- Coordinate travel arrangements, accommodations, and logistics for in-person meetings as needed.
- Assist in managing budget, monitoring expenses, preparing documents for the accounting office.
- Handle procurement of office supplies and equipment.

3. Meeting Coordination:

- Plan and coordinate regular online meetings as well as hybrid meetings in different European cities 3-4 times per year, making sure participants are well informed and all necessary materials are prepared.
- Set up and manage virtual meeting platforms, troubleshoot technical issues and provide assistance to participants as needed.
- Maintain accurate records of meetings, including minutes and action items, in collaboration with the Office Assistant.

4. Communication and collaboration:

- Serve as a central point of contact for internal teams, external partners, and stakeholders.
- Facilitate effective communication and collaboration between teams by organizing meetings, virtual conferences, forums, and workshops.
- Help prepare and disseminate internal communications, newsletters, and announcements.

5. Digital records management:

- Develop and maintain a comprehensive and well-organized digital filing system.
- Ensure the security and confidentiality of digital documents while complying with relevant privacy regulations.
- Assist team members in locating and retrieving files and information as needed.

6. Team Support:

- Provide administrative support to remote members of the work team, committees and working groups.

Qualifications

- Bachelor's degree in business administration, office management, or a related field (or equivalent work experience).
- Proven experience as an office manager, administrative assistant, or similar role in an international environment.
- Excellent organizational and time management skills and ability to prioritize tasks effectively.

- Strong communication skills, both written and verbal, with proficiency in English (additional languages are a plus).
- Proficient with virtual meeting platforms (e.g., Zoom, Microsoft Teams, Google Meet) and collaboration tools (e.g., Google Workspace, Microsoft Office 365).
- Experience with the design and operation of an Office 365-based database and archive.
- Technically savvy and able to troubleshoot basic technical issues.
- Ability to work independently and adapt to a virtual work environment with minimal supervision.
- Demonstrated attention to detail, accuracy, and confidentiality.
- Strong interpersonal skills and ability to work effectively with diverse teams and stakeholders across multiple time zones.

Conditions

25 hours a week

Net salary per month: 1100-1500 EUR according to experience

Note: This job description is intended to outline the general duties and qualifications of the Office Manager. It is not an exhaustive list and additional duties may be assigned depending on the needs of the organization.

We offer a competitive salary and opportunities for professional growth and development. If you are passionate about supporting international nonprofit work and have the skills and qualifications listed above, we encourage you to apply.

Send CV to: executive@eagt.org