



Tuesday April 15, 2025

HR & Office Manager Opportunity at European Landowners' Organization

The European Landowners Organization (<https://www.europeanlandowners.org>) based in Brussels, represents the interest of private landowners and land managers. As such it is actively involved in agriculture and environment policies among others, organises events linked to these core areas and participates in EU-funded projects with its sister organisation Friends of the Countryside. To strengthen our administrative team we are looking for a m/f HR & Office Manager

Job Purpose

The HR & Office manager works together with the administrative team to ensure smooth running of the office, oversees processes, procedures and tools, and looks after personnel, ensuring compliance with Belgian legislation.

Job Description

The position is based in Brussels covering the following tasks:

Human Resources

- Organize recruitment participate in review of job applications and interviews
- Prepare job offers and contracts
- Manage payroll
- Maintain personnel records
- Support and advise foreign staff on administrative procedures
- Write and review HR processes and procedures
- Coordinate the onboarding process for new hires



Office Management

- Manage maintenance of the office (repairs, cleaning, IT infrastructure)
- Manage suppliers for office operations (phone, internet, post)
- Liaise with building management as and when required
- Maintain documentation on insurance
- Review and sign invoices pertaining to general office overheads
- Manage inventory of computers and coordinate maintenance/repairs/purchase
- Organize meetings and manage the booking of meeting rooms
- Organize special occasions

Profile

- 2 to 5 years of experience in a similar role;
- Fluency in English & French and/or Dutch;
- Ability to prioritise;
- Good organisation, rigorous, attention to detail;
- Good interpersonal skills;
- Flexibility, creativity, initiative;
- Team-player, deadline-driven;

We offer an open-ended contract in a dynamic environment. This is an excellent opportunity to work with a leading organization in the fields of agriculture and environmental policy. As part of our team, you will contribute to impactful EU-funded projects and enjoy a dynamic and supportive work environment.

Applications should be sent in the form of a CV with accompanying letter before May 16th to: anne.marchadier@elo.org



About the European Landowners' Organization (ELO)

The European Landowners' Organization (ELO) is a leading voice representing the interests of landowners, rural entrepreneurs, and rural land managers in Europe. ELO promotes sustainable land management practices, fosters innovation, and advocates for the recognition of landowners' crucial role in shaping Europe's landscapes and rural areas.

Visit our website www.elo.org

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