

European Jewish organization located in Brussels, working with the European Union in the field of diversity education and anti-discrimination, is seeking to recruit:



**ADMINISTRATIVE ASSISTANT**  
Part-Time or Full-Time

The candidate will have the following responsibilities:

Supporting the Director:

- Providing assistance on a variety of logistical and content matters as required to support the efficiency of the Director and the office in general, such as scheduling meetings and doing background research

Supporting Office Activities

- Providing assistance on a variety of logistical and content matters to support CEJI programmes, such as letter-writing, event registrations, database modifications, hotel reservations and meeting minutes
- Facilitate relations with Belgian authorities

Office Management

- Liaising with suppliers, maintenance of office supplies and equipment
- Acting as point of reference for general office operating needs

Profile: fluent French, English and preferably Dutch; fully computer literate; excellent organisational and interpersonal skills; proactive to take initiative and solve problems; able to work independently and with others; eager to help.

Part time position (20 hours/ week, preferably spread over 4-5 half days to be negotiated) or  
Full time position

**Start Date:** Immediately

**Application Procedure:** Send CV and motivation letter to Ms. Robin Sclafani, CEJI Director - [robin.sclafani@ceji.org](mailto:robin.sclafani@ceji.org) – Rue Amedee Lynen 8, 1210 Brussels, Belgium by February 5, 2010

*CEJI's mission is to make a Jewish contribution to an inclusive Europe through diversity education, anti-discrimination advocacy, and facilitating Jewish participation.*  
[www.ceji.org](http://www.ceji.org)