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VACANCY NOTICE – Administrative and event assistant

Full-time, junior position – permanent contract (CDI)

Belgian contract

Start date: May 2025

ECTEG is a European Non-Profit Organisation funded by the European Commission to develop course materials and related datasets to support the Member States' Law Enforcement Agencies (LEAs) cybercrime and digital forensics capacity building. It comprises LEAs from the European Union (EU) and the Member States of the European Economic Area, international organisations, academia, private industry and experts.

The Administrative Assistant will work under the supervision of the Finance and Event Officer, joining a team of five permanent staff members (the mentioned FO, Project Coordinator, IT Officer, Communications Officer and Pedagogical Engineer) to help coordinate the logistics of online and on-site activities involving experts from LEA and the Academic world.

General requirements

- A Bachelor's degree in Project Management, Event Management, Business Administration, Communication, or similar fields, or equivalent proven professional experience (over 4 years).
- Languages: English proficiency (C1 or above)
- Registered Place of work: home working in Belgium (or another EU country, under a Belgian non-resident work contract).
- Organisational skills: availability, well-structured and organised, ability to work on diverse initiatives and autonomy.
- Possess a valid passport granting the ability to travel in the EU + EEA (ad hoc, based on the events' needs and group management).

Requirements specific to the role

- Experience in small-size to big-size event planning, budgeting and management around Europe.
- Experience in logistics aspects such as transportation, hotels, venues, catering, etc.
- Experience communicating with different European players (participants, experts, academia, European Institutions, etc.).
- Experience in online events using video conference tools to engage participants.
- Knowledge of MS Word.
- Knowledge of MS Excel for event planning and budget tracking.

Additional valued competences

- Experience in working with EU and/or law enforcement institutions.
- Experience in EU-funded projects and/or within EU institutions.
- Helpful, can-do attitude and sociable personality, contributing to team spirit and group management.
- Other EU language skills.



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Responsibilities

- Coordinating on-site events (with the support of the Finance and Event Officer) on various aspects: transportation and accommodation reservation (and negotiation), meeting venue scouting, catering and social dinner planning, etc.
- Travelling to locations where activities take place to ensure smooth overall on-site logistics (1 activity per month).
- Coordinating communication for such on-site events with various players (participants, experts, academia, European Institutions, etc.) and ensuring clear logistics information.
- Supporting and assisting the Finance Officer, and other staff members when required, to plan online events/meetings, carry out administrative tasks related to events (invoices, logistics handbook, attendance lists, receipts for financial audits, creating groups in our communication tool, etc.).
- Responding to queries from the event and activity participants promptly and efficiently, also considering travel times of participants may be outside regular working hours.
- Maintaining comprehensive documentation of internal procedures.
- Contributing to Meeting Minutes during online and on-site events/Meetings.
- Supporting the team in liaising with Academic and Law Enforcement experts to facilitate synergies and overall communication.

Remuneration

We offer a competitive salary package according to the position, competencies and experience required.

The package includes a monthly homeworking allowance, a laptop and a mobile phone with a service subscription. Following EU funding regulations, mobility and accommodation expenses for activities representing the organisation are covered, and a subsistence allowance is provided.

If you wish to apply for the role, please send a CV (maximum 2 pages) and a Motivation Letter (maximum 1 page) to contact@ecteg.eu by 15 April 2025 13h CEST, with the subject matter: “Administrative Assistant application – (your name and surname)”. Applications must follow this process to be considered, ECTEG will not accept applications via other means.

ECTEG reserves the right to interview fitting candidates on a rolling basis and before the deadline mentioned, looking to fill the position as soon as possible.

IMPORTANT: The first round of interviews will likely take place online. ECTEG reserves the right to request a meeting with the final candidate/s in person, likely in Belgium, and provide a practical assessment of the tasks described in this announcement before the contract signature.

More information about ECTEG:

- [ECTEG aims and history](#)
- [ECTEG members](#)
- [ECTEG partners](#)
- [Training catalogue \(available materials\)](#) - *please accept cookies to display the reader below that shows the book and pdf version of the catalogue*