



## Office Manager – AIJN (European Fruit Juice Association)

### About AIJN

AIJN is the European Fruit Juice Association, representing the interests of the European fruit juice industry and promoting its image in interactions with EU institutions, policymakers, and relevant stakeholders.

### Job description

Under the supervision of the Secretary General, the Office Manager provides comprehensive administrative, HR, financial, and operational support to ensure the efficient functioning of the Association. The post holder contributes to governance processes, internal coordination, and compliance with Belgian and EU administrative standards.

### Responsibilities include:

#### Accounting and Financial Administration

- Handling and reporting incoming and outgoing invoices
- Uploading financial documents into the bookkeeping tool
- Verifying the accuracy and completeness of invoices
- Managing expenses claims and related documentation
- Liaising with the external accountant and the banks
- Preparation of some elements for the reports for the accountant and the auditors

#### Administrative and HR Support

- Providing administrative support to the AIJN team
- Supporting HR-related matters (employment contracts, insurance, etc.)
- Liaising with building management, service providers and IT.

#### Project Support

- Providing administrative support to AIJN-related platforms and projects, including:
  - Fruit Juice Science Centre (FJSC)
  - Sustainable Juice Platform (SJP)
  - European Cider and Fruit Wine Association (AICV)

#### Organization and Communication

- Supporting meetings and events organization logistics
- Assisting the Communication Manager with website updates

### Required skills and competencies

#### Professional competencies

- Bachelor level
- 4-5 years working experience. Experience as office manager in an European association will be an asset
- Experience in administrative, HR, and financial support tasks
- Excellent organizational and coordination skills

- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Very good command of MS Office tools (Outlook, Word, Excel)
- Comfortable with Belgian legal and administrative frameworks

#### Languages

- Fluent in English (working language)
- Comfortable with French

#### Interpersonal skills

- Service oriented
- Proactive attitude and solution-oriented
- Discretion and ability to handle confidential information
- Ability to work independently and as part of a small team
- Strong sense of responsibility and reliability

### **Employment conditions**

- Part-time job (4 days a week)
- Competitive remuneration package in line with experience and qualifications
- Nature of the contract: employee contract or consultancy (to be discussed with the candidates)
- Professional and international working environment in Brussels
- AIJN does not discriminate and is an equal opportunities employer

### **Workplace (at least 3 days a week)**

Rue de la Loi 221, box 5  
1040 Brussels, Belgium

**Start of the job:** Beginning of March 2026

### **How to Apply**

Please send your **CV** and **cover letter** to [jessie.verbraekel@aijn.eu](mailto:jessie.verbraekel@aijn.eu)

The letter should outline motivation and suitability for the role and clearly address the requirements listed above.

Applicants are invited to include the contact details of **two professional referees** who may be contacted if shortlisted.

The position is open until filled.

### **Further Information**

More information about AIJN is available at [www.aijn.eu](http://www.aijn.eu).

### **Protection of Personal Data**

The personal data provided by applicants will be processed by **AIJN** in accordance with applicable data protection legislation. Further information on data processing is available upon request.