

## **Vacancy: Office Coordinator**

At the Association for Supported Employment Europe (ASEE), we believe in a single inclusive labour market where no one is left behind and every person will find a decent job which provides for a living with dignity.

We are looking for an Office Coordinator to support the smooth running of our organisation and manage HR, bookkeeping, and other operational processes.

**Location:** Belgium/Brussels (with working from home)

**Duration:** initial fixed-term (12 months) with option for a permanent contract

**Start:** September 2026

**Type:** part-time – 40-60%; can be discussed

### **About ASEE**

The Association for Supported Employment Europe (ASEE) is the only European umbrella network dedicated to advancing excellence in Supported Employment practice and policy. Representing national and regional organisations from 22 countries, ASEE champions labour market inclusion for people facing employment barriers, including persons with disabilities, NEETs, third-country nationals, and others at risk of social exclusion. ASEE's work combines capacity building, best practice exchange, research, strategic partnerships, and evidence-based advocacy at the EU level.

### **Main responsibilities**

- Coordinate daily office operations and ensure efficient administrative follow-up.
- Coordinate HR tasks such as contracts, onboarding, staff records, timesheets leave tracking, and communication with external providers including payroll.
- Manage bookkeeping-related administration, including incoming and outgoing invoices, expense claims, document control and liaison with the external accountants.
- Ensure procedures and practices are up to date and in compliance with Belgian law, including managing submissions to the Moniteur Belge
- Support in preparing budgets, financial reports and forecasts.
- Monitor and manage office needs and supplies
- Support for logistics of meetings and events



## **Profile**

- Commitment to non-discrimination, equal opportunities and the rights of disadvantaged groups
- Very good command of English and French or Dutch.
- Previous experience in office administration, HR support, bookkeeping.
- Knowledge of Belgian administrative and regulatory frameworks for I-vzw
- Fully computer-literate with advanced knowledge of MS Office, particularly Excel
- Comfortable working in a multilingual, international environment.
- Strong organisational and multitasking skills, with the ability to manage priorities independently.
- Good attention to detail and a structured working style.
- Good communication skills.
- Can adapt easily in a small and dynamic team; flexibility to contribute to other tasks if needed
- Desirable: experience with EU funding management

## **What we offer**

- A flexible working environment
- Work from home and telephony allowances
- Lunch vouchers
- Salary: €2,600-€4,500 gross depending on experience
- The opportunity to contribute to the strengthening of SE systems and services across Europe and to the labour market inclusion of disadvantaged groups

## **How to apply**

Send a CV (max 2 pages) and a completed application form, following the guidelines, to [laura@a4se.eu](mailto:laura@a4se.eu) with subject line "Office Coordinator" by 31st July 23.59 CET. Only shortlisted candidates will be contacted and invited for an online interview.

CV and additional information received after the closing date and time for submission will not be accepted.

## **Accessibility and equal opportunities**

We value inclusion. We select candidates based on their qualities, regardless of their age, gender, origin, beliefs, disability, nationality, etc. ASEE is an equal opportunities employer and is committed to any workplace and process adjustments/adaptations that will support an individual in this role.

We encourage applications from people with disabilities and from diverse backgrounds. If you need adjustments or support during the application process, please indicate this in the application form and we would be happy to discuss it.



**Funded by  
the European Union**