

UECBV Secretary / Office Manager

Organisation: UECBV – European Livestock & Meat Trades Union

Location: Brussels, Belgium

Contract: Full-time

The UECBV is seeking a proactive individual to manage day-to-day administrative tasks and ensure the office's efficient operation. This role requires a combination of administrative, managerial, and organisational skills to guarantee that all operations run smoothly and effectively.

About Us

The UECBV represents the European livestock, meat, and trade sectors at the EU level. We collaborate closely with EU institutions, international stakeholders, and industry partners to tackle important regulatory, economic, and sustainability challenges. Our team is small yet dynamic, characterised by a professional culture and a collaborative spirit, all with a European mindset.

Role Summary

We are looking for an organised, proactive and service-oriented Secretary / Office Manager who will ensure the smooth running of our daily operations and support the Secretariat's activities. The Secretary/Office Manager will be the point of contact for members, partners, and suppliers and will provide essential administrative and organisational support.

Key Responsibilities

- Manage daily office operations, correspondence, and general administration.
- Coordinate schedules, meetings, travels, and logistics.
- Support membership administration, invoicing, and financial tracking.
- Assist in the preparation and formatting of documents, presentations, and reports.
- Monitor and distribute information to members among relevant staff.
- Maintain communication with colleagues and contacts both inside and outside the office to build strong professional relationships.
- Greet incoming visitors, answer phone calls enthusiastically, and serve as the main point of contact for both internal and external inquiries.
- Organise and maintain digital and physical filing systems, ensuring that supply closets are consistently stocked.
- Liaise with suppliers, service providers, and building management.
- Support event planning for internal meetings and external conferences.

What You Bring

- At least 5 years of experience in office administration, executive assistance, or a similar role.
- Proactive problem-solver with the ability to foster a positive and efficient work environment.
- Strong communication skills in both English and French; proficiency in other EU languages is a plus.
- Excellent organisational skills and strong attention to detail.
- Proficient in MS Office and digital office tools, with a high adaptability to new technologies.
- Maintains a positive attitude, is adaptable, and exercises discretion.
- Capable of working independently as well as collaboratively within a small multicultural team.

What We Offer

- A varied role with responsibility and autonomy.
- A friendly, supportive and international environment.
- Opportunities to learn, grow and contribute to European-level work.
- Competitive salary and benefits package.

Starting day

1st April 2026.

Location

UECBV Office in Brussels. The position primarily requires on-site work with some flexibility for teleworking.

How to Apply

Please email your CV and a short motivation letter to znoga@uecbv.eu, Cc sbruynel@uecbv.eu, with the subject "Secretary / Office Manager", by 25th January 2026.