



The European Environmental Bureau
a network of more than 170 environmental citizens' organisations,
is recruiting an
HR Assistant (CIP internship)

The European Environmental Bureau (EEB) is looking to recruit an HR assistant (CIP internship) to work closely with colleagues in our Finance and Administration Unit. We are looking for a highly motivated self-starter, eager to learn and contribute to the EEB's work. The position will be a 6-month to one-year paid internship contract ('convention d'immersion professionnelle') based in the EEB office in Brussels.

More specifically, they will:

Offer support to the Human Resources team in day-to-day operations:

- Compiling and updating employee records
- Archiving documents (paper and online archives)
- Dealing with employee requests regarding human resources issues, rules, and regulations
- Payroll preparation
- Recruitment process
- Keeping internship database up to date
- Communicating with public services, external benefit vendors and payroll office
- Developing new policies and processes
- Taking part in different HR-related internal task forces

Qualities and experiences required for post:

- Bachelor's degree or equivalent in Administration, Human Resources Management or Psychology
- Good written and spoken English and French
- Ability to work independently and be pro-active
- Strong organisational skills
- Prepared and able to work in a dynamic working environment
- Capability to prioritise
- Specific aptitude in MS Office is an additional asset
- Interest / Experience in working in an environmental organisation or other public interest NGO and in an international working environment
- Subscribes to the EEB's [values](#)

The EEB offers:

- A 6-months to one-year contract - "convention d'immersion professionnelle" paid internship around 1150€ net/month with the opportunity to learn more about the functioning of an environmental organisation

- A stimulating, international work environment
- An organisation promoting a healthy life-work balance
- An opportunity to work for a worthy cause.

Application process:

To apply the candidate should submit via email in a single MS word or pdf document a CV and answers to all of the following questions (between 150 and 200 words):

- Why do you want to work for the EEB and how is your education and experience relevant to the position?
- Please describe a situation where you had to deal with a difficult colleague/classmate/teacher and how you went about it.
- How would you promote employee wellbeing at workplace?

Please save the application as a pdf or doc file with the following file name:

"Lastname.Firstname.HRassistant2022" and email your application (i.e. CV and answers to the questions) to personnel@eeb.org before 27 February 2022. It is not necessary to include a cover letter.

Shortlisted applicants will be invited to interview. In the email, please confirm that you have not been employed on a convention d'immersion professionnelle (CIP) contract in the past and that you are not currently enrolled in university.

Only applications that include both components (CV and answers to questions) and the above-mentioned confirmation will be considered.

Place: During COVID-19 times, the EEB is following government recommendations to ensure the safety and wellbeing of all its staff. As our contracts fall under Belgian law, the candidate must commit to being officially registered in Belgium and working most of the time from our office in Brussels. This currently entails a maximum occupancy for the office and a largely work-from-home arrangement.

Deadline for Application: 27 February 2022

Interviews first round: 2nd week of March 2022

Proposed starting date: 1 April 2022

The EEB is an equal-opportunities and family-friendly employer. We encourage applications from a diverse range of candidates.

Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.

Please read our recruitment privacy statement before applying: <https://eeb.org/eeb-recruitment-privacy-statement/>

European Environmental Bureau AISBL

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International non-profit association - Association internationale sans but lucratif (AISBL)

EC register for interest representatives: Identification number: 06798511314-27

BCE identification number: 0415.814.848

RPM Tribunal de l'entreprise francophone de Bruxelles