



## ADMINISTRATIVE OFFICE ASSISTANT

**Reports to:** Finance Director Europe

**Location:** Brussels

**Duration:** Temporary - maternity cover 32 weeks (July to February).  
Part-time 20h per week.

**N.B.** Applications will be assessed upon receipt; we therefore encourage early submission. Due to the high volume of applications received, ONLY successful candidates will be contacted.

### OCEANA's Mission

We are a leader in science-based advocacy, and we campaign for policies to make the world's oceans more abundant, vibrant, and biodiverse. We operate as a combined international organisation. Through recent expansion, our talented staff consists of about 250 people, working in more than 12 countries, including scientists, communications, policy and advocacy experts.

When you work at [Oceana](#), you are part of an organization that changes people's lives by protecting the oceans, improving food security and enhancing livelihoods. Whether you are contributing as a policy advocate, expert, fundraiser, or team member, you play a pivotal role in helping people achieve their goals every day. Our culture is one of talented people working together with a common purpose.

As an [Oceana](#) team member, you know that what you do matters. Join us today to protect the world's oceans and restore them to their former level of abundance!

### The role:

The main purpose of this position is to support Brussels office needs:

- ensuring the smooth running of the office on a day-to-day basis
- give support to the accounting team



The Administrative Office Assistant will report to the Finance Director (based in Madrid) and will coordinate office maintenance, purchase of supplies, office equipment, and carry out administrative duties. The Office Assistant will also coordinate other tasks to ensure compliance regarding workplace risk assessments and audits. In addition, the Office Assistant will carry out office reception tasks, oversee security and organise events as and when required by the team located in Brussels.

### **Main Responsibilities:**

#### Administration.

- Coordinate office maintenance, and handle phone calls, mailing, shipping, bills, and errands
- Regular contact person with office service providers
- Reconcile corporate credit cards reports.
- Maintain office supplies and equipment and coordinate purchases as required
- Liaise with IT department as and when required.
- Verify accuracy of the invoices received, getting the corresponding approvals from budget authorities and cost allocations.
- Maintain up to date filing of Accounting Department documents to have the accurate information filed.
- Follow up on travel requests, receipt of invoices and reports from the travel agency in line with the Oceana Europe's travel policy.
- Review and ensure that travel expenses are reported correctly in the reporting system (Nexonia) according to the travel requests
- Assist accountants with basic bookkeeping and accounting tasks
- Administrative support to the Deputy Vice President of Europe related to the report of expenses.
- Provide general support to the Brussels team in the organisation of meetings and events.

#### Health & Safety

- Carry out Health & Safety tasks required by Director of Human Resources Europe.
- Assist in regular "Health and Safety" surveillance audits, site wide and other tasks related to Health and Safety.



## Candidate Requirements

### Education and work experience:

- 2-3 years of experience as accountant, administrator or office assistant, preferably on a non-profit organisation.
- Bilingual French/English speaker (required).

### Skills and knowledge:

- Knowledge of basic bookkeeping procedures.
- Analytical skills.
- Attention to detail, strong follow-through.
- Problem solving.
- Results oriented.
- Flexibility.
- Excellent organizational and time management skills.
- Willingness to interact with people of different nationalities and backgrounds.
- Pro-active, strong team player, able to work individually and in a team environment.
- Good judgment and discretion when dealing with sensitive topics.
- Very strong written and verbal communication and interpersonal skills.
- Advance MS Excel skills.

### Other Requirements:

- Genuine interest in ocean conservation is a plus.
- Experience working with remote team.
- Eligibility to work in Brussels.

*The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and are a reasonable representation of its activities.*

*Oceana is an **equal opportunity** employer and proud to provide equal employment opportunity to all job seekers. We are actively committed to ensuring that no individual is discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.*



**If you are interested in this offer**, please send us your updated CV and cover letter in English to the attention of “Director of Human Resources, Europe” Mar Tello, before 9th June 2025, midnight CET. Applications will be reviewed on a rolling basis, so better submit as soon as possible. Only candidates shortlisted for an interview will be contacted.

*FUNDACION OCEANA is the Controller of the Data Subject's personal data and informs him/her that these data shall be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April (GDPR) and the Organic Law 3/2018 of 5 December (LOPDGDD), for a legitimate interest of the Controller, providing the following information on the processing:*

- *Purpose of the processing: to include the Data Subject in the personnel selection processes, analyzing the applicant's profile with the aim of selecting the best candidate for the Controller's vacancy.*
- *Legitimacy of the processing: unequivocal consent clearly indicated by the Data Subject.*
- *Data storage criteria: data will be stored for a maximum period of one year, after which the data will be erased, guaranteeing full respect for confidentiality both in the processing and subsequent destruction. To this effect, once this period has elapsed, and if you wish to continue participating in the Controller's selection processes, please send us your CV again.*
- *Updating data: in the event of any modification to your data, please inform us in writing as soon as possible to keep your data duly updated.*
- *Data disclosure: Your data may be communicated to third parties because it is necessary to achieve the purpose of the treatment, or by legal obligation.*
- *Rights of the Data Subject:*
  - *Right to withdraw consent at any time.*
  - *Right of access, rectification, portability and erasure of data and the limitation or objection to their processing.*
  - *The right to file a claim with the Spanish Supervisory Authority ([www.aepd.es](http://www.aepd.es)) if you consider that the processing does not comply with the current legislation.*

Contact information to exercise their rights: FUNDACION OCEANA. Gran Vía 62, 7 Izq. - 28013 Madrid. Email: [Europe.Data@oceana.org](mailto:Europe.Data@oceana.org)