

EU DSO ENTITY AISBL
VACANCY: Junior Management Support Officer - BRUSSELS

Are you interested in office management and do you feel like supporting our organization as **Junior Management Support Officer** in Brussels? If yes, we would like to get in touch with you!

DSO Entity is the association of electricity Distribution System Operators (DSOs) across Europe. Launched in 2021, we provide expertise on electricity distribution grids. These grids are the final, low-voltage part of the electricity system, distributing electricity to homes, industry, and other end-users. The European Commission mandated DSO Entity as part of its Clean Energy Package to help drive Europe's energy transition. We represent some 850 DSOs (small, medium and large firms) connecting more than 250 million electricity customers, servicing over 500 million consumers, across all 27 EU Member States.

Main activities for Office Management

- Assist the Senior Office Manager in preparing and coordinating secretarial support for the whole team, including agenda management, organisation of meetings (physical and virtual) and access to SharePoint
- Supporting the organisation of internal and external events (logistics, contact suppliers, invitations, etc.), including for the teams of Strategy, Legal & Regulatory Affairs and Communications
- Supporting the administrative activities of the Communication Department
- Providing support in administrative tasks such as regularly updating the stakeholder mapping, following up on data collection, editing memos for the Strategy, Legal & Regulatory Affairs Team
- Coordination of purchasing office supplies and other tasks related to facility management (like light catering works)
- Supporting the onboarding & offboarding of employees

Your skills

- Academic degree (BSc or MSc), e.g. in Business Management and/or Administration, Public Affairs or Business Communication
- Result oriented with good time management
- Communicate clearly and effectively with empathy and active listening
- Accurate administrative skills
- Good planning and decision-making skills with pro-activeness and attention to details
- Fluent in English and (preferably) French, Dutch is considered a plus
- Extensive experience with Office365 (including managing Sharepoint as a platform) and able to quickly familiarise with other IT systems and applications (like Mailchimp or Odoo)
- Previous experience with international associations is a plus (e.g. internship or trainee programme)

Your profile

- You are independent, service oriented and punctual
- You are used to set priorities and to be flexible
- You have strong secretarial and communication skills
- You are a team player in an international environment

We offer

- Full time contract under Belgian law and salary package coherent with the experience (possibility for 80% full-time equivalent)
- Dynamic working environment in a nice team of almost 25 staff
- Contributing to DSO Entity mission & vision to impact at EU level on energy transition sector
- Participation to trainings, coaching, career path, development program and team building
- Insurances (group (pension), hospitalization, travel & accident)
- Mail vouchers, Eco-chèques, laptop & phone
- Room for acquiring knowledge and developing skills

Application deadline: 11 July 2025

- If interested, please submit your CV and motivation letter in English to info@eudsoentity.eu, making clear reference to the specific position applied for in the subject line.
- Please note that only complete applications will be considered.