

JOB TITLE: Administration Assistant (Junior)**COMPANY: INTERNATIONAL ASSOCIATION of OIL & GAS PRODUCERS EUROPE ASBL (IOGP EUROPE ASBL)****JOB OPENING**

Regime: 100% (full-time)

Location: Brussels (Belgium)

Starting date: 01.9.2026

End date: 6 months renewable once

Contract type: Paid traineeship/ paid internship: Convention d'Immersion Professionnelle with Bruxelles Formation (CIP)

About us

IOGP Europe is the European voice of oil & gas production industry: an enabling partner for a low carbon future working with policymakers and members to deliver a policy framework to scale up investments in the EU's transition towards climate neutrality by 2050. IOGP Europe ASBL is the Brussels-based policy arm of **IOGP** and is the centre of its advocacy activity.

IOGP Europe (Non-profit organization) has a 20 people team working together in English/French in a dynamic, vibrant, diverse, international and enjoyable environment. The team is organized in 4 areas:

- Policy: Energy and Climate/Environment & Sustainable Finance
- Relations with the institutions - outreach;
- Strategy and communications
- Administrative support

Position summary

We are recruiting a motivated, organized and meticulous full-time junior Administration Assistant to join our Admin team and provide comprehensive support in a variety of tasks related to our life together in the office: administration, office support and accounting.

The Administration Assistant joins a close-knit team of 3 people; she/he reports to the Head of Finance and works on a daily basis for the Managing Director Executive Assistant and the Administration Manager.

Key responsibilities :**Administration and office support (60%)**

- ✓ Reception/Welcome, contacts with visitors, suppliers, concierge, and help with registrations at internal events
- ✓ Set-up/clean-up meeting rooms & cafeteria for internal events and support in organising lunches
- ✓ Administrative assistance with punctual enquiries, documentation, maintain stock levels of office stationery and kitchen supplies, brochures; publications subscriptions, suppliers database, ...
- ✓ Assist the office with on/off-boarding management (laptops, badges, email, various databases registration, subscriptions updates ...), ad-hoc administrative tasks, planning and unforeseen tasks
- ✓ ITC Support in liaison with the external support teams
 - ✓ Check and test pre-installed equipment before weekly management meetings, hybrid meetings and/or events via Microsoft Teams software
 - ✓ Provide local light ITC support to the Brussels Team as needs arise

Assist with basic bookkeeping tasks (40%) including:

- Processing staff expense reports and check match with bank statements (SRXP software)
- collecting missing invoices and receipts
- Assist in processing daily the accounting email account and potentially prepare payments envelopes

To qualify for this role, you *must* have:

QUALIFICATIONS

- A high-school degree or equivalent; recent bachelor's degree in office management is not mandatory but is an advantage;
- Fluency in French and English;
- Proficiency in Microsoft Office Suite (teams, sharepoint, word, excel).

KNOWLEDGE & ATTRIBUTES

- All-round flexible attitude and team-player in a fast-paced environment; self-confident, pro-active, forward thinking and solution-oriented mindset;
- Strong administration and organization skills, method and attention to detail are mandatory to deliver on-time quality work;
- A passion for technology and helping others to get the most out of different tools (apps, Microsoft suite, teams, sharepoint) is an asset;
- Conscientious, sense of responsibility and engagement is sought, rather than experience in a similar role.

WHAT WE OFFER

- CIP allowance of €1,700 per month + social advantages: ticket restaurant, Mobib monthly subscription pass, telephone plan, laptop, free access to fitness room in the office;
- Very enjoyable international and young team ambience;
- A contract from 6 months to 12 months maximum.

If you think that you want be part of this passionate and friendly team, please send your resume with a cover letter to show your motivations to: recruitment-europe@iogp.org