

Administration and Office Senior Assistant

ECVM 2010 aisbl

Full-time · Contract of indefinite duration · Two days of homeworking per week

Starting date: 1 November or 1 December 2026

About us

ECVM 2010, the European Council of Vinyl Manufacturers, represents Europe's leading PVC resin producers. It works with its members and partners across the PVC value chain to promote responsible production, high standards of health, safety and environmental performance, and the sustainable development of PVC.

As a founding member of VinylPlus, ECVM supports the European PVC industry's commitment to circularity and sustainability. VinylPlus brings together the PVC value chain to advance recycling, responsible production and the sustainable use of PVC.

The role

ECVM2010 is seeking an experienced Administration and Office Coordinator to support the financial administration, governance administration and daily operations.

This varied role combines invoicing, expense administration, contract follow-up, office coordination and support to the Managing Director and Legal Director. Working closely with colleagues and the external accountant, you will keep administrative processes organised, documentation accurate and deadlines on track.

Your responsibilities

Financial administration

- Prepare and coordinate membership and other invoices, using amounts approved by management and liaising with the external accountant.
- Maintain invoicing records and supporting documentation.
- Organise credit-card statements and receipts, prepare expense summaries and coordinate budget coding and approvals.
- Coordinate the processing of supplier invoices and maintain records of recurring charges and subscriptions.
- Support administrative follow-up of project, consultant and certification-related contracts and invoices.

Association governance support

- Support the Legal Director with the administration of the associations' AISBL governance requirements.
- Coordinate the preparation and circulation of documents for Board meetings and General Assemblies, including notices, agendas, supporting papers and proxy forms.
- Maintain organised governance records, including membership and director information, signed resolutions and approved minutes.
- Track governance deadlines and follow up signatures, approvals and outstanding documentation.
- Assist the Legal Director with administrative formalities and filings, and coordinate with external advisers or notaries as required.

Contracts and supplier coordination

- Maintain an overview of contracts, memberships, insurance policies, subscriptions and renewal dates.
- Liaise with suppliers, insurers, service providers and the external accountant.
- Follow up office rental arrangements, tenant invoicing and annual rent adjustments.
- Ensure relevant documents and approvals are recorded and accessible.

Office management

- Coordinate office supplies, equipment, cleaning, maintenance and other services.
- Act as the administrative contact for IT support, telecommunications and office equipment providers.
- Maintain equipment and access-badge records, and coordinate practical arrangements for new colleagues.
- Organise postal and courier services and support the distribution of publications and materials.

Management and meeting support

- Manage the Managing Director's diary, coordinating appointments and resolving scheduling conflicts.
- Organise meeting logistics, including invitations, room bookings, online connections and circulation of meeting documents.
- Coordinate practical arrangements with participants and colleagues.

Systems and records

- Maintain well-structured digital files and administrative records.
- Support the use of shared document platforms and financial administration tools.
- Help improve procedures and ensure continuity during changes to systems or service providers.

Your profile

- Relevant experience in administration, office coordination or finance administration.
- Confidence handling invoices, expenses, contracts and confidential information.
- Strong organisational skills, attention to detail and reliable follow-through.
- Ability to manage recurring deadlines alongside day-to-day requests.
- Confidence using Excel, Microsoft 365 and shared document platforms.
- A practical, service-oriented approach and the ability to work independently while coordinating with colleagues and external providers.
- Excellent command of English, written and spoken. Knowledge of French and/or Dutch is an advantage.

Experience in an association or an international working environment would be an advantage.

What we offer

- A full-time position under a contract of indefinite duration.
- Two days of homeworking per week.

- A varied role supporting two European associations working across the PVC value chain and its sustainability programme.
- Close collaboration with the Managing Director and Legal Director and colleagues across several functions.
- The opportunity to improve the administrative processes that support our work.

Office location: Brussels

How to apply

Please send your CV and a short motivation letter to charlotte.roeber@pvc.org by **15 October 2026**.

The successful candidate will ideally start on **1 November or 1 December 2026**.