

EURORDIS-Rare Diseases Europe

Job vacancy – Office Manager

Responsible to: Head of Brussels Office

Contract type: Permanent, part-time (50%)

Salary: 17 – 19 000 euros per annum + *pécule de vacances*

Location: EURORDIS Brussels - Fondation Universitaire, Rue d'Egmont 11

Start date: ASAP

About EURORDIS-Rare Diseases Europe

EURORDIS is a unique, non-profit alliance of over 1000 rare disease patient organisations from 75 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.



EURORDIS' vision is a world where all people living with a rare disease can have longer and better lives and can achieve their full potential, in a society that values their well-being and leaves no one behind..

Main scope of the position

The role of the Office Manager ensures the maintenance of the office in Brussels and the smooth functioning of infrastructures and posts for all staff based in Brussels as well as visiting staff, Board members and other volunteers.

S/he reports to the Head of office and is the contact point for addressing and resolving all office matters, in coordination with the relevant department/supplier or relevant colleagues at the Paris head office.

S/he also provides some assistance to the (Brussels' based) team in maintaining databases, ensuring that information is managed and stored within and in alignment with EURORDIS' systems and procedures. S/he may provide ad hoc support in event management and internal meetings.

Key tasks & responsibilities

1 Office management:

- Maintaining regular contacts with the Fondation Universitaire, hosting EURORDIS' Brussels office, and resident organisations
- Overall supervision of office setup, managing office supplies
- Overseeing the good functioning of IT and infrastructures, in liaison with the hosting Fondation Universitaire, the Paris office relevant team, the head of office and external suppliers
- Main contact person for administrative matters, main liaison for the administrative / IT team in Paris

Job announcement last updated: 9 July 2025

- Office archive management
- Postal service management, including to resident organisations
- Welcoming visitors
- Centralising booking of hotel rooms at the Fondation Universitaire for staff and volunteers
- Handling meeting room reservations and setting up meeting rooms before meetings

2 Team assistance:

- Administrative support to the Governance team and CEO when required (printing documents & preparing folders, managing EP accreditation)
- Managing recruitment process at the Brussels'office, in support to the Head of office, and organising inductions for newcomers
- Ad hoc support to the team with the organisation of events in Brussels

Experience & skills

- Full professional proficiency in English
- Autonomous, proactive and dynamic
- Good organisational skills, with the ability to prioritise correctly between concurrent tasks
- Personal and professional integrity
- Sensitive to EURORDIS' mission
- Team worker, able to work closely with a wide variety of people
- Proficiency in Microsoft office suite, including the direct mail feature
- Respectful of the office hours, but also flexible when events may require extra effort

To apply

Interested candidates are asked to submit their applications to valentina.bottarelli@eurordis.org

Applications would consist of a Cover Letter and a recent Curriculum Vitae will be processed on a rolling basis until the position is filled.

Deadline for applications: 31 July 2025

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