



Secretary position – ECerS Mons

Who we are:

The European Ceramic Society (ECerS) is a non-profit organisation located in Mons, Belgium. ECerS coordinates and promotes the study of ceramics through different activities:

- Organisation of conferences, workshops, schools in Europe but also regular online meetings/webinars
- Coordination of topical networks: Young Ceramists Network (YCN), Bioceramics, Electroceramics and Additive manufacturing
- Regular newsletters and emails informing the community, also relayed on social media
- Contacts with the publisher of the 2 journals: Journal of ECerS and Open Ceramics
- Regular calls to allow grants to young researchers to visit other laboratories in Europe or events organised/sponsored by ECerS

Please check the ECerS website for more information: www.ecers.org

About the position:

We offer (as a start) a permanent contract of 3 days a week (24 hours per week), starting for 1st January 2024 at the latest. You will be working in Mons (Hyon), Belgium, in an office with 2 other colleagues maximum and will provide support to the ECerS Administrative officer to:

- Organise events in Europe: management of registrations, payments, contacts with the local organisers
- Manage 6 websites (on only one interface)
- Manage ongoing calls: collect information, check eligibility, prepare and follow up of contracts
- Manage social media communications
- Write articles and reports on meetings, events, etc.
- Manage the general mailbox and answer/forward questions
- Manage membership requests
- Organise meetings online and in Europe
- Contacts with the other ceramic organisations and colleagues from Europe but also from all around the world

Who are we looking for?

ECerS is looking for an English-speaking secretary with the following essential abilities:

- Training/experience in communication/secretariat/design
- English native or perfectly fluent – spoken and written– any knowledge in any other language is a plus.
- Perfect knowledge in MS Office (especially Outlook, Word, PowerPoint, and Excel) – any knowledge in design and/or communication softwares is a plus.
- Redactional skills: minutes of meetings, articles, reports, etc. (in English only)
- Excellent organisational skills, paired with a sense of initiative and responsibility.
- Excellent interpersonal and communication skills
- A keen sense of team spirit, positive attitude and service-mindedness
- Agreeing to travel occasionally and for very short stays in Europe

How to apply?

Interested in this position? Please send a CV and cover letter detailing why you are suitable for this role to v.huart@ecers.org by 27th November 2023 at 18:00 PM (Brussels time).