

Management Assistant

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the world's top 10 think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees.

CEPS is currently looking for a Management Assistant to provide administrative, organisational and operational support to the CEO, Board members, Executive Committee (ExCo) and Leadership Committee (LeadCo). This role ensures the smooth day-to-day functioning of the office, coordination of internal and external activities, and support for meetings, events and communications. The role serves as a primary point of contact for external partners, helping to ensure that workflows, documentation and strategic priorities are executed efficiently and professionally.

This is a Brussels-based position under a Belgian employment contract.

Main tasks

Executive and governance support

- Provide administrative support to the CEO, Board members, Executive Committee (ExCo) and Leadership Committee (LeadCo).
- Manage agendas, coordinate meetings and support Board and governance processes, including documentation and follow-up.
- Draft correspondence, invitations and meeting materials, and support signature and official document processes.

Office and administrative support

- Manage reception and welcome visitors, handle incoming and outgoing correspondence, office supplies and general office administration.
- Maintain and update contact and meeting information in Salesforce and support relevant administrative registrations and filings.
- Monitor the generic CEPS mailbox and forward emails to the most relevant staff member.

Events and travel

- Coordinate meetings, events and speaker engagements, including invitations, catering and other logistics.

- Arrange travel and accommodation for the CEO and Board members, and support related expense claims.
- Assist our Publications, Communications and Outreach (PCO) Unit with events if needed.

Other responsibilities

- Prepare and follow up on CEPS grant requests to European Central Banks and maintain relevant grant-giver information.
- Support other administrative and organisational tasks as required.

Your background and qualifications

- You have an excellent command of English, both orally and in writing (working language) and a good knowledge of French and/or Dutch.
- You have at least two years of experience in a similar administrative, executive support, governance or coordination role.
- You are comfortable working with MS Office, including Word, PowerPoint, Teams and SharePoint.
- You have experience working with a customer relationship management (CRM) system or can learn quickly. Experience with Salesforce is a plus.
- Experience coordinating meetings, events, travel and/or governance processes would be an advantage.

Your profile

- You are accurate, efficient, discrete and proactive, with strong organisational skills and attention to detail.
- You can manage multiple tasks independently, prioritise effectively and adapt to changing needs and deadlines.
- You communicate professionally and confidently, both orally and in writing.
- You are able to handle sensitive and confidential information with appropriate discretion.
- You are flexible and service-oriented, with a professional approach to both internal and external contacts.
- You enjoy teamwork and are open to giving and receiving feedback.
- You enjoy welcoming visitors and be the first point of contact in the organisation.
- You enjoy doing reception duties.
- You are kind, with a deep respect for diversity and a strong sense of empathy towards colleagues.
- You are enthusiastic about contributing to the success of CEPS as an organisation.

What CEPS can offer

We offer an employment contract of indefinite duration, for a minimum 80% to full-time. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group and hospitalisation insurance, meal tickets, public transport reimbursement, 20 days legal holiday entitlement per year plus an additional two weeks during the Christmas-New Year period when CEPS is closed, as well as the possibility to telework in Belgium and 20 days per calendar year of teleworking from abroad). We would like the preferred candidate to start their activities **by end of September/early October at the latest**. The job will be based in Brussels and the candidate will be expected to be present in the office.

Career development prospects

CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

More information

For further information about the position, please contact HR@ceps.eu

Application and deadline

Applicants are requested to:

- Complete and submit [this recruitment form](#) by **6 September 2026, 23:59 CET**;
- Send their CV (in English) to applications@ceps.eu by **6 September 2026, 23:59 CET**, with **'Management Assistant 2026'** in the subject line. Please include the names and contact details of at least two referees (including your current or last employer). Shortlisted candidates may be asked to produce one or two letters of recommendation. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>).

Applications received after the deadline, incomplete applications, or applications that do not follow the above instructions will not be taken into consideration.

Shortlisted candidates will be invited to an **online interview in the week of 14 September 2026**.

CV and personal data of non-selected candidates are not shared with anyone outside CEPS and will be deleted immediately after the recruitment process. For more information, read our privacy policy available on the CEPS website.

Even if you do not strictly have all the necessary competences for this role but you believe your experience and skills could be valuable and enable you to fulfil the tasks required, we would still highly recommend that you submit an application.

CEPS is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all staff. We welcome applications from candidates of all backgrounds.