

Are you looking for a new role, in which you can wear your many hats and become a pivotal player in the next stage of our organisation? Do you have an inquiring mind and a high level of energy?

Here's your job opportunity:

Executive Manager

Reporting to the Association's President

Location : Remote, Belgium

Contract type: 50%-100%, permanent (independent status possible)

What's in it for you

- Contribute to shaping the vision and strategy of the Association
- Be a pivotal player in a small team, enjoying autonomy and visibility
- Benefit from flexible working hours (events could be outside "normal" working hours)

Your responsibilities

- Organize internal and external meetings and events, ensuring necessary preparation and resource management
- Edit, prepare and compile reports, presentations and various communications
- Drive marketing initiatives to enhance the Association's and our members' visibility, including networking
- Take ownership of day-to-day operations, such as membership management, responding to queries, accounting and invoicing, budget preparation etc.
- Manage and operate the Association's website and social media
- Provide general administrative support to the Association's Board and Executive Committee and handle ad hoc tasks
- Liaise with external partners such as accounting firm, sponsors, other associations and federations (in Belgium and Europe)

Skills and qualifications

- High degree of autonomy, accuracy, trustworthiness and commitment to confidentiality
- Tech savvy (MS Office, accounting software, social media tools, ...)
- Confident communicator in English, Dutch and/or French (oral and in writing)
- Strong organisational and interpersonal skills
- Self-motivated, pro-active and solution-focused
- Previous successful experience in similar role

About Belrim

Belrim is a non-profit professional Association, aiming to represent and protect the interests of its members, provide training and a networking platform where members can share best practices and discuss topics amongst risk professionals. Our members are Insurance- and risk managers, Consultants, (re)insurers, (re)insurance brokers and other service providers to the risk community.

<https://www.belrim.com/>

Contact & application

Please send your application to **Ann De Wilde** at info@belrim.com until 31 May 2024, and include:

- Your curriculum vitae;
- A motivation letter outlining why you think you are suitable for the role.