

Members Relations and Office Management Officer

RECHARGE - The Advanced Rechargeable & Lithium Batteries Association

Brussels, Belgium

Background on RECHARGE & position

RECHARGE is the European industry association for advanced rechargeable and lithium batteries. Founded in 1998, it is our mission to promote advanced rechargeable batteries as a key technology that will contribute to a more empowered, sustainable and circular economy by enabling decarbonized electricity and mobility, and cutting-edge consumer products. RECHARGE's unique membership covers all aspects of the advanced rechargeable battery value chain: From suppliers of primary and secondary raw materials, to battery and original equipment manufacturers (OEMs), to logistic partners and battery recyclers. www.rechargebatteries.org

We are seeking a 'Members Relations and Office Management Officer' to support the association's office and members management, as well as events organization and partnerships. Depending on the profile and interest of the candidates, the position may include Communication support tasks.

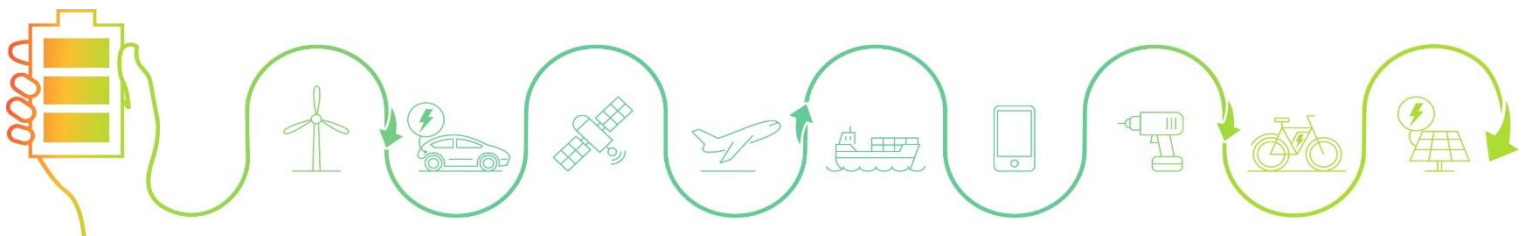
The position is in RECHARGE's offices in Brussels, with the possibility to work from home. The contract is for a full-time position.

Profile & person description

- You are interested in a mission supporting world decarbonization through the EU energy transition. You have the ambition to contribute to establishing a sustainable and competitive batteries value chain in Europe;
- You are interested in EU policies related to the batteries value chain;
- You hold a bachelor's degree in public relations, communications, marketing, events management or similar;
- You have experience working in an association office management-related field. Experience working in a members-based organization or a European association is an asset;
- You are excellent with MS Office programs. You are familiar with and have experience in Office management software: Members contact databases and invoicing, relations with subcontracted Human Resources and Accounting activities, website management/CMS tools as well as mailing tools.
- You are fluent in English and at least one other EU language; your English writing skills are excellent/native level;
- You have a sense of entrepreneurship and appreciate working in a small organization. You are a team player, result-oriented and able to provide creative and simple solutions to complex issues;
- You are a good communicator and can express ideas in a clear and concise manner, in both written and oral forms.

Key responsibilities

- Management of the RECHARGE office key activities: member's database, contact list management of different groups/lists and invitations to meetings; relations with the accounting and Human Resources subcontracted activities;



- Communication with members related to their annual subscriptions, turnover gathering, follow-up with invoices, new members orientation and onboarding;
- Support the organization of Working Groups (invitations, agenda, and presentation preparations);
- Support for the organization of the bi-annual RECHARGE general assemblies and other events, including logistics, invitations, registration management and event partnerships;
- Occasional support updating the RECHARGE website, and with regular posts on RECHARGE social media channels;

Performing other tasks or duties required by the role as appropriate. Contribution to the running of the association and other administrative tasks will be occasionally required. They would be reporting to the Director General, and closely working with the Director for Public Affairs & Communications.

What we offer & how to apply

- Work in a growing association in a highly interesting evolving sector in the energy field;
- The possibility to create and extend over time a strong network of contacts in the Brussels EU policy community as well as batteries sector;
- Full-/part-time position in Brussels, with flexibility for home-office;
- Please email your application in English to recharge@rechargebatteries.org before 20 August 2024 quoting “Members Relations and Office Management Officer” and your full name in the email subject line. Your application should include:
 - A cover letter (maximum 1 page) outlining your motivation for the job, why you would be a good candidate and when you would be able to start;
 - a CV (maximum 2 pages).

Please note that only short-listed candidates will be contacted for an interview.

Contact: Kinga Timaru-Kast, Public Affairs & Communications Director, ktimaru-Kast@rechargebatteries.org

