
Office Manager/Team Assistant (d/f/m)

Part-time (18 - 24 hrs./week) | flexible division of hours | location Brussels | with immediate effect

to strengthen our team in the area of **EU-Services**.

Topics that move. People who inspire. Welcome to the Prognos AG team! Our mission: We provide orientation in an increasingly complex world. As one of Europe's oldest economic research companies, we advise ministries, institutions, NGOs, think tanks, associations, foundations, private companies and other clients - and provide them with high-quality results that lead to sound decisions and sustainable strategies with enormous social impact. Founded at the University of Basel, we now work at nine locations with more than 200 experts from over 30 scientific disciplines and a professional corporate organisation. If you are looking for a meaningful job in a renowned and at the same time innovative institute that also impresses as an employer, we look forward to hearing from you.

Working at Prognos: What you can expect in the Service & Support department. Everyone at Prognos knows each other - thanks to our intensive cooperation across locations and departments. We are correspondingly communicative and busy, but also collegial and human - despite and precisely because of our important mission, the high number of projects and our strong quality standards. Because we learn from each other, listen to each other and push each other forward. Do you feel comfortable in a scientific environment and share our passion for exciting questions about the future? Then you will find your new professional home with us.

Here you make a difference.

We offer varied and exciting tasks in a friendly environment. As part of our motivated, collegial and appreciative team, key tasks include e.g.:

- coordinate general office procedures and manage reception, the switchboard and mail processing as well as the organisation of meetings/events (online and presence).
- you will look after the site infrastructure in close cooperation with our service providers.
- you will support the Head of Office in other management tasks, and as a team assistant support with project-related administrative tasks.

With this you inspire.

- You have completed a commercial apprenticeship or similar and have already gained some experience.
- You have good knowledge of the current MS Office apps, a high level of quality awareness and are confident with communicating in English (necessary), French or German.
- Furthermore, you are characterised by strong interpersonal and communication skills as well as a high degree of flexibility. You are service-oriented and keep a cool head even in hectic situations.

All kinds of things: our benefits. What makes Prognos stand out as an employer is the perfect mix of tangible benefits and a working environment in which you will feel completely at ease day after day. And these are just some of the reasons:

- Attractive fixed salary plus bonuses, 30 days holiday per year
- Any form of part-time models and trust-based working time
- Customised IT and office equipment, also for mobile working at any time and any place
- Over 50 in-house training and further education seminars - from design thinking workshops to rhetoric courses, from management training to software training
- The "Other Perspective Day", which invites colleagues to swap roles once a year
- Use of car sharing systems and bicycle leasing
- We support our employees in their search for accommodation
- Fresh fruit and free drinks are a matter of course for us
- Urban Sports Membership
- Sports initiatives by employees (business yoga, team triathlons, cycling races, beach volleyball and football teams)
- Retirement provision and insurance
- Team activities and corporate events
- Attractive locations in central city centre locations with top transport links (bus & train)
- Further ideas? Welcome!

Ready for Prognos? Then send us your detailed application with the **reference number OM-41**. Please include details of when you can start as well as your desired salary and hours per week. Please use our application portal at www.prognos.com/bewerbung.

More about us as an employer: www.prognos.com/karriere

We value diversity and therefore welcome all applications - irrespective of gender, nationality, ethnic and social origin, religion and belief, disability, age and sexual orientation and identity.



Your contact person:

Melanie Nogossek

Head of Human Resources Management

Phone: +49 211 913 16-102

E-mail: bewerbung@prognos.com