

## Seas At Risk is looking for an

### Intern: Operations Assistant (FULL-TIME)

Seas at Risk (SAR) is an umbrella organisation of environmental organisations from across Europe, working together to ensure that life in our seas and oceans is abundant, diverse, climate resilient, and not threatened by human activities. SAR is working on issues as diverse as marine protected areas, shipping, fisheries, deep-sea mining, and marine litter. We promote ambitious policies for marine protection at European and international level. With over 30 members representing most European countries, SAR speaks for millions of citizens that care deeply about the health and well-being of seas and oceans. More information at: [www.seas-at-risk.org](http://www.seas-at-risk.org)

#### Purpose of the job

Seas At Risk is looking for an Operations Assistant intern to support its operations team, reporting directly to the Operations Director.

#### Main responsibilities

- Office management assistant: reception, office supplies, appointments, and any other possible office tasks.
- IT hot desk support: Trouble shoot day to day issues.
- Event logistics and administrative support.
- Copying, filing, scanning, and archive financial documents, etc. when needed.
- Assistance in annual audit preparation.
- Assistance in other operations tasks when necessary

## Qualification, experience, knowledge, Competences

- Bachelor's degree or relevant experience.
- Experience of IT support (trouble shooting)
- Sharp organisational skills and high-level of accuracy.
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines with a can-do attitude.
- Fast learner.
- Familiar and competent with common software (especially MS Excel, Word, Office 365 and Google Docs).
- Good knowledge of English is a must.
- Experience in EU Project operations tasks is a plus.

## What we offer

- Seas At Risk offers the opportunity to work in a growing non-profit organisation with a stimulating, informal, flexible, and multicultural working environment.
- The post is based in Brussels, starting with 6 months, can be possibly extended to one-year, fixed monthly compensation 1300€, with monthly net allowance and monthly transport compensation (total value 165€ + 49€ per month), and meal vouchers.
- Training and possibility to expand role.

## How to apply

Send the following to [secretariat@seas-at-risk.org](mailto:secretariat@seas-at-risk.org) with the subject line

'Intern: Operations assistant – your name':

- A short motivation letter.
- A detailed Curriculum - vitae
- Contact details of two referees

**Deadline for applications: 31st July 2024 at 24:00.** The first round of interviews is expected to take place in the middle of August.

**Start Date:** We would like candidates to be ready to start as soon as possible (ideally in Sep 2024).

Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

SAR is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.