

**Job profile**  
**Operations Assistant (part-time) to Operations Manager**  
**Actuarial Association of Europe**

The Actuarial Association of Europe (AAE) was established in 1978, originally as the Groupe Consultatif Actuariel Européen, to represent actuarial associations in Europe. Its purpose is to provide advice and opinions to the various organisations of the European Union – the Commission, the Council of Ministers, the European Parliament, EIOPA and their various committees – on actuarial issues in European legislation. The AAE currently has 37 member associations in 36 European countries, representing over 27,000 actuaries. Advice and comments provided by the AAE on behalf of the European actuarial profession are totally independent of industry interests.

The work of the AAE is largely committee-based, and the Secretariat, which is based in Brussels, Belgium, is responsible for organising all the business of the AAE and taking appropriate executive action.

The post of Operations Assistant is part-time, 28-32 hours per week *on average over the year*. However, the work of the AAE is such that there are busy periods, mainly in the spring and autumn, when full-time commitment may be required for several weeks, and quiet periods in the summer and winter when fewer hours per week may be required.

Apart from flexibility in working hours and the possibility of home-working, the principal skills, experience and requirements of the post include:

**Job content:**

- time/diary management
- assisting with organising events/meetings, and attending meetings both on-site and online
- organising and preparing documents, preparation of meetings and board papers
- minute-taking and drafting (in English)
- assisting with the preparation of the publication of papers/reports
- organising correspondence and following up on pending matters with limited direction
- organising the technical side of content on the social media profiles

**Required skills:**

- excellent organisational skills
- experience with MS Office 365 (incl. MS Teams) is essential
- experience with WordPress is required
- experience with social media postings (LinkedIn, Twitter)
- ability to deal helpfully, sympathetically and confidently with senior professional people, many of whom are non-native English speakers, both face-to face and online
- fluency in English and some fluency in one or more European language is desirable
- some familiarity with EU institutions would be an advantage
- familiarity with the actuarial profession or experience of working with actuaries would be an advantage
- willingness to travel for AAE meetings around Europe (3/4 per year, each of 2-3 days)

As an experienced Operations Assistant you will ensure excellent administrative and office support. You will be an accomplished organiser and communicator with a proactive and friendly attitude. You will have the multi-tasking ability and flexibility to work in this dynamic and ever evolving environment and will work well under pressure to meet tight deadlines.

Remuneration will be by negotiation and will be competitive with similar appointments elsewhere in this field.

If you meet our essential criteria and are looking for a role in a team where you can make a real difference, please submit your application to: Monique Schuilenburg, Operations Manager, AAE, 1 Place du Samedi, B-1000, Brussels, Belgium ([moniques@actuary.eu](mailto:moniques@actuary.eu)) **by 6 September 2022.**

Interviews will be held in September only, with a view to the appointment commencing in October/November.