



Office Manager & Membership Coordinator

HOTREC is looking for an Office Manager & Membership Coordinator to support the administrative, financial, HR and operational activities of the Association.

About HOTREC

HOTREC is the leading European association representing Hotels, Restaurants, Bars, Cafés, and similar establishments. We advocate for the hospitality sector in Europe, driving policy change on key issues such as digitalisation, sustainability, food, social affairs, and tourism. Based in Brussels, the HOTREC secretariat brings together 47 national associations across 36 countries. Our mission is to represent the hospitality sector's interests to the EU institutions and promote knowledge sharing and best practices among our members. More information on www.hotrec.eu

Job Description

Under the supervision of the Director General, the **Office Manager & Membership Coordinator** provides comprehensive administrative, HR, financial, and operational support to ensure the smooth functioning of the Association. In this role, you contribute to governance processes, internal coordination, and compliance with Belgian and EU administrative standards.

Key Responsibilities

Accounting and Financial Administration

- Handling recording and timely processing of incoming invoices
- Preparing and recording membership fees and other invoices
- Verifying the accuracy and completeness of invoices
- Uploading financial documents into the accountant's application
- Managing expense claims and related documentation
- Liaising with the external accountant, auditor and banks
- Collecting financial elements for accountant and auditor reports
- Drafting financial reports for the HOTREC Board, Financial Committee and General Assemblies

Administrative and HR Support

- Providing administrative support to HOTREC team members
- Supporting HR-related matters (employment contracts, payroll inputs, verification of the accuracy of payroll documents, group insurance, onboarding/offboarding, etc.)
- Liaising with service providers, office building and IT support

Membership Management

- Serving as person of contact for members, maintaining the HOTREC database
- Supporting the Director General for the organisation of the HOTREC Board, the General Assembly and the Financial Committee
- Logistics support for organisation of meetings, events and HOTREC General Assemblies

Project Support

- Providing administrative support to HOTREC for EU-funded projects including management of the EU-funded projects portal
- Preparing financial reporting of the EU-funded projects where necessary

Required Skills and Competencies

Professional Competencies

- Bachelor level
- Min. 8 years of relevant professional experience
- Experience as office manager in a European association will be an asset
- Solid experience in accounting, administrative, HR
- Excellent organisational and coordination skills
- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Very good command of MS Office tools (Outlook, Word, Excel)
- Good knowledge and experience with Belgian accounting legal and administrative frameworks

Languages

- Fluent in English (working language)
- Good working knowledge of French

Interpersonal Skills

- Service oriented
- Proactive, organised, and able to manage multiple tasks
- Discretion and ability to handle confidential information
- Ability to work independently and as part of a small team
- Strong sense of responsibility and reliability

Employment Conditions

- HOTREC is willing to consider a flexible working scheme
- Home-working allowance of two days per week
- Employee contract under Belgian law
- Professional and international working environment in Brussels
- HOTREC does not discriminate and is an equal opportunities employer

Job Start Date: Ideally from early May 2026

How to Apply

Please send your CV and cover letter **by 18 March 2026** to marie.audren@hotrec.eu

Applicants are invited to include **the contact details of two professionals who could provide references** and may be contacted if shortlisted.

Please note that only selected candidates in the shortlist will be contacted. Personal data will be processed in accordance with applicable data protection regulations.