



INTERNATIONAL ASSOCIATION
OF YOUNG LAWYERS

Office Administration Assistant

Job description

The International Association of Young Lawyers (AIJA) is looking for a highly organised and meticulous intern who is not afraid of wearing multiple hats to support the AIJA Office Manager in organising and coordinating office administration and procedures and ensuring the smooth day-to-day running.

Main responsibilities

- Office management
 - General administrative support, such as reception, handling mail, preparing and providing the logistical support for meetings, day to day point of contact for local suppliers (stationery, printing, landlord, etc.),
 - Monitoring the general email inbox and responding to emails politely and in a timely manner,
 - Administrative support to AIJA leadership bodies as needed,
 - Data archiving, document filing.

- Membership administration
 - Event registration administration and issuing of certificates,
 - Maintaining member database,
 - Supporting members with membership applications, renewals, payments and any other administrative issues,
 - Managing related administration on the AIJA admin site,
 - Preparing relevant statistics.

- Financial administration
 - Supporting the Office Manager with management and procession of invoices/payments related to membership, events and suppliers as needed,
 - Supporting the Office Manager in all VAT related matters,
 - Liaising with the accountants as needed,
 - Sponsorship administration.

- Support to AIJA Team
 - Assisting the Communications & Marketing and Events teams as needed,
 - Logistics and administrative support for the preparation of AIJA half-year conferences and congresses,
 - On-site event support as needed.





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Job requirements

- Full professional proficiency of English and French,
- Knowledge of accounting, data and administrative management practices and procedures,
- Strong computer skills and knowledge of office software packages,
- Excellent time management skills and ability to multi-task and prioritise work,
- Attention to detail and problem-solving skills,
- Team player, adaptive and friendly personality.

This is a full-time internship position for the duration of 6 months, expected starting time is June 2023.

Please send your CV and cover letter to jobs@aija.org by Friday 2 June 2023.

What we offer:

- CIP (Convention d'Immersion Professionnelle) contract for 6 months
- Traineeship remuneration
- Lunch vouchers
- Working hours: Full-time (38h/week)
- Traineeship based in Brussels, with a possibility to partially work remotely

About AIJA

AIJA is the only global association for lawyers and in-house counsel aged 45 and under. The activities of AIJA are coordinated by 21 scientific commissions responsible for organising events online and across the world, as well as for keeping members up to date with the latest developments in their area of practice. With over 4,000 members in more than 90 countries, the AIJA community is very diverse. While respecting the integrity of each civilised society, one of our goals is to expand our global footprint while continuing to advance cross-cultural understanding between members and other supporters of the legal profession. For more information: www.aija.org.

