



EUFIC internship: HR & Operations Assistant

Start date: January 2025

Duration: minimum 6 months (long-term preferred)

About us

The European Food Information Council (EUFIC) is a non-profit organisation providing science-based information on food and health.

We are passionate science and communication experts who believe in the power of knowledge and in a world where we live healthier and more sustainable lives because we all know how to. To help build it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

We collaborate with a broad network of academics, national and international organisations, businesses and professionals in the food and health sector, as well as in a range of publicly-funded projects to help advance innovation to future-proof our food system.

Internship overview

We are looking for a well-organized and proactive intern to assist the HR Lead in ensuring the efficient daily operations of the office.

You will play an integral role in ensuring the seamless day-to-day functioning of the organization while actively contributing to the development and execution of key HR, administrative, and office management initiatives.

If you enjoy working in a dynamic, international environment, this is a unique opportunity to gain hands-on experience in HR and management of an international association.

Key responsibilities

Human Resources:

- Assist the HR Lead with maintaining employee records and HR documentation.
- Support the recruitment process by helping with job postings, scheduling interviews, and corresponding with candidates.
- Assist with employee engagement activities and staff well-being initiatives.

Administration:

- Maintain and update mailing/contact lists.
- Perform routine data entry and general administrative tasks.
- Assist the Operations Team with ad-hoc communications.

Office Management:

- Manage office supplies and ensure stock levels are maintained.
- Handle general office tasks and maintain the overall organization of the workspace.
- Collect and distribute mail, and monitor the general office email inbox.
- Assist with travel arrangements, make reservations, and process reimbursements.
- Support the organization of meetings, events, conferences, and team-building activities, including minute-taking when needed.

Educational requirements, experience and skills

We are looking for candidates who are:

- currently enrolled in a university program in Business administration, Human Resources, Office Management, Communications or a related field.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Proficiency in MS Office (especially Excel, Word, and Outlook).
- Excellent communication skills, both written and verbal, with fluency in English (a basic knowledge of French is required).
- A proactive, adaptable mindset with a willingness to learn and take initiative.
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team in a dynamic, multicultural environment.
- Prior experience in office administration or HR is an advantage but not required.

Job conditions

Trainees enjoy the following:

- A full-time position (38h/week) with the possibility of part-time arrangements.
- A monthly living allowance of 450 €.
- A primarily in-office role with possibility to work from home.
- A dynamic and multicultural work environment in the heart of Brussels
- Opportunities for skill development and hands-on experience in HR, administration, and office management

Please note: the intern must have access to a working laptop.

Application

Email your application, including your CV and a letter of motivation, to jobs@eufic.org before the 31st October stating "HR & Operations Internship" in the subject.

You may be invited for a couple of interviews via Teams, followed by a written assignment. Only candidates selected for interviews will be notified.