

Office Manager - Brussels – Freelancing

Welcome to Rayference

Rayference is a Brussels-based SME active in research and development for radiative transfer modelling, satellite data processing and advanced retrieval algorithm development based on inverse modelling. We provide expertise in remote sensing data radiometric calibration and apply new metrological concepts to satellite observations dedicated to climate and environment monitoring. We are maintaining and operating an open-source 3D radiative transfer model to support the Earth Observation scientific community involved in satellite data calibration and validation.

Your role

We are seeking a highly organized and proactive **Office Manager** to join our team. As the Office Manager, you will be responsible for overseeing the daily operations within our office environment, ensuring that everything runs smoothly and efficiently. We are looking for a professional, detailed-oriented colleague who could contribute to fostering a positive atmosphere in the office.

You will be part of an international team where English is the working language. Knowledge of French is required to interface with the administration.

Your responsibilities will include:

- Serve as the point person for office manager duties including maintenance, mailing, supplies, equipment, invoice management, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with the HR responsible to update and maintain office policies as necessary
- Organize office operations and procedures
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with service providers
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like team building activities, celebrations and missions.
- Manage the SdWorx calendar and payroll services.

What you bring

- Demonstrated experience Office Manager or similar role in an administrative capacity.
- Strong knowledge of office management systems and procedures.

- Excellent organizational and multitasking abilities with a keen attention to detail.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, OneDrive) and office software applications.
- Excellent communication and interpersonal skills to work collaboratively with all levels of staff.
- Ability to maintain confidentiality and manage sensitive information responsibly.
- Strong problem-solving skills and a proactive approach to overcoming challenges.
- Fluency in English and French (written and spoken).

What makes you stand out

- The ability to fulfil the assigned tasks with a great level of autonomy and a sense of responsibility.
- The ability to plan your work and to cope with tight schedules and multiple tasks.
- A good sense of teamwork.
- A strong motivation to contribute to the development of a small innovative company.

What we offer

At Rayference, you will work with a small, young and international team, in a flexible professional environment. You will collaborate with passionate and talented colleagues with whom you will share regular team-bonding activities. We offer the possibility of teleworking, although we appreciate physical presence in the office at least once a month and for team building activities. We believe in a long-term vision, supporting our staff in developing their best skills and building a broader experience.

The expected workload is about 8h/week, depending on the specific needs of the company and the team. The salary range is between 30-40€/h, depending on your experience.

How to apply

Please send to **recruitment@rayference.eu**:

- A cover letter explaining your interest in the position, highlighting relevant qualifications and achievements;
- a detailed CV;
- email address and affiliations of 2 references or a letter of recommendation.

Only applications sent to this email address will be considered. All documents shall be provided in English. Any questions related to this position can be sent to the same email address. *Applications from women are encouraged.*