



Job title : Executive Secretary

Location : Brussels

Contract type : CDD/CDI 38h/week

Main mission

As Executive Secretary, you play a key role in supporting the organization. You assist the Chairperson and the Executive Board, manage administrative tasks, coordinate meetings, oversee the secretariat, ensure compliance with legal and administrative requirements, organize and maintain records, and contribute to events and community-focused initiatives.

Key responsibilities

- **Legal compliance:** Ensure that all statutory changes and board appointments are published in the Belgian Official Gazette (Moniteur Belge).
- **Governance support:** Organize and take minutes at meetings of the General Assembly (GA) and the Board of Directors (BoD).
- **Administrative management:** Maintain the official membership register and handle legal correspondence.
- **Financial Oversight:** Coordinate with the Treasurer/Accountant for the preparation of the annual budget and financial statements for approval by the GA.
- **Strategic liaison:** Act as the primary point of contact for members, partners, and Belgian authorities, including interactions with government agencies and processes for federal recognition. Schedule appointments and manage the agendas of the Chairperson and Executive Director.
- **IT:** Manage and develop the database and update the website in coordination with the webmaster.
- **Training:** Attend training for public procurement (marchés publics) and support dossiers such as study programs, training, and events.

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- **Other Tasks:** Perform additional duties related to the office management of HFB.

Required Profile

Education: Preference for candidates with post-secondary education, such as a bachelor's degree, or equivalent professional experience.

Experience: Demonstrated strength in organization and calendar/agenda management.

Languages: Fluency in French, Dutch, and English is highly desirable.

Skills:

- Proficient in standard office software (Excel, Word).
- Capable of creating and managing databases.
- Skilled in business communication and minute-taking.
- Strong administrative and organizational abilities.
- Excellent sense of hospitality and professionalism.
- Collaborative and adaptable, able to work efficiently within a team.
- Proactive problem-solving skills with the ability to anticipate and address challenges.

What We Offer :

- A meaningful role in an interfaith and representative environment.
- Legal minimum salary according to the CP 337 scale, including a year-end bonus (13th month) as defined by sector regulations.
- Additional benefits: contribution towards public transportation costs.

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How to Apply

- Please send your CV and a brief motivation letter to:
secretary@hindu-forum.be

Application Procedure and Timeline:

- Deadline for applications: **20 March 2026**
- Selection process: **late March 2026**
- Start date: **1 April 2026**