



Job Vacancy
Part-time Administrative Assistant (multi-skilled role)
Transport Service – APEEE Ixelles (EEB III)
(Boulevard du Triomphe 135, 1050 Brussels)

The Parents' Association of the European School of Brussels III is seeking a part-time Administrative Assistant for its Transport Service, bilingual French/English, starting on 1 September 2026.

The successful candidate will work under the supervision of the responsible staff member, in close collaboration with the APEEE Director and the Board members responsible for transport.

The Transport Service of the Association is based at the European School of Brussels III (Ixelles).

Function

The selected candidate will be responsible for:

- Operating the telephone helpdesk from 7:00 a.m. and communicating with parents (SMS) in case of issues
- Monitoring buses using the tracking system (geolocation)
- Coordinating communication with drivers and bus supervisors in case of incidents
- Managing communication with parents and handling complaints (email, phone, website, SMS, interactive platforms, etc.)
- Managing school bus routes and ensuring their follow-up
- Managing student registrations for the transport service and maintaining the database
- Managing invoicing for parents and institutions
- Checking and following up on unpaid invoices
- Data entry of invoices and accounting follow-up
- Assisting the manager in the coordination of bus supervisors
- Providing general support to the manager in daily tasks



Profile

- A degree (minimum 3 years of higher education) or at least 5 years of relevant administrative experience
- Excellent written and spoken communication skills in French and English (another EU language is an asset)
- Good command of IT tools (Excel, Word, Outlook, Access, PowerPoint, etc.) and willingness to learn
- Strong organisational skills, accuracy, and reliability
- Team spirit and good interpersonal skills
- Patience, flexibility, and adaptability
- Punctuality and strong sense of responsibility
- Ability to handle stressful and urgent situations
- Dynamic, motivated, discreet, and service-oriented attitude
- Comfortable communicating with pupils and parents

Conditions

We offer:

- A fixed-term contract (CDD – Belgian employment status) of 6 months, renewable, with the possibility of a permanent contract under certain conditions

Schedule (20 hours/week):

- Monday, Tuesday, Thursday, Friday: 7:00 a.m. – 10:00 a.m
- Wednesday: 7:00 a.m. – 3:00 p.m. (30-minute break)

- A varied and dynamic job in an international environment
- Salary depending on experience and profile
- Hospitalisation insurance
- Group insurance
- Eco vouchers
- Free meals and parking

Application deadline: 10 June 2026

Applications to be sent to: diperri.ornella@apeeeixelles.be