

Job Description

Employer: RESAVER Pension Fund OFP

Position: Office Manager

Level: Mid-level

Location: Belgium (remote/home-based). Applicants must be resident in Belgium.

Working language: primarily English; working knowledge of French or Dutch required.

Working hours: 40 hours per week

Part-time: possible

Job Summary

The Office Manager is responsible for the efficient day-to-day administration and coordination of RESAVER Pension Fund. Working closely with the Pension Fund Manager, the postholder ensures the smooth running of office operations, supports governance processes, coordinates external service providers and contributes to the successful delivery of operational projects.

Roles and responsibilities

Office Management & Administration

- Ensure the smooth day-to-day operation of the RESAVER office.
- Manage the functional mailboxes and general correspondence.
- Maintain electronic filing systems, document repositories and access rights.
- Coordinate office equipment, IT accounts, licences and subscriptions.
- Organise business travel and logistical arrangements where required.
- Maintain operational procedures and administrative records.

Executive & Governance Support

- Provide administrative support to the Management Team and Board members.
- Organise Board, General Assembly, committee and stakeholder meetings.
- Prepare agendas and meeting documentation.
- Draft minutes and monitor follow-up actions.
- Maintain governance calendars and statutory documentation.

Financial Administration

- Process supplier invoices and maintain the payment register.
- Prepare payments for approval.
- Monitor bank account balances and cash movements.
- Assist with budget tracking and expenditure reporting.
- Liaise with accountants and payroll providers.

Stakeholder & Service Provider Coordination

- Coordinate day-to-day communication with external service providers and pension fund member organisations, respond to operational enquiries, and maintain stakeholder contact databases and distribution lists.
- Monitor operational deadlines and deliverables.
- Support onboarding of new suppliers and external partners.
- Follow up operational issues until resolution.

Operational Projects

- Support implementation of operational and IT projects.
- Maintain project trackers and action lists.
- Coordinate information gathering across stakeholders.
- Assist with drafting reports, presentations and internal documentation.

Business Development Support

- Support conferences, webinars and promotional events.
- Assist with administrative aspects of business development.

Qualifications, Experience and Competencies

- Minimum 3 years' relevant experience in office management, operations, executive support or a similar administrative role, preferably in an international environment.
- Experience in the financial services, pensions or another regulated sector is an advantage.
- Excellent written and verbal communication skills in English and French/Dutch.
- Excellent organisational and planning skills with the ability to manage multiple priorities and meet deadlines.
- Proactive, solution-oriented and service-minded with strong attention to detail.
- Strong interpersonal skills and the ability to work effectively with senior stakeholders and external service providers.
- Good numerical skills and experience with financial administration.
- Excellent knowledge of Microsoft 365 applications.

We offer

- Competitive salary
- Occupational pension scheme
- Flexible working hours
- Possibility to work part-time
- Fully remote working (home-based)
- Company laptop and mobile phone
- International and collaborative working environment
- Varied and meaningful work with opportunities for continuous learning and professional development
- Occasional business travel within Europe

How to apply

To apply for this post, please send the following documents by email to contact@resaver.eu no later than by 31 July 2026:

- Your CV
- A cover letter which details your motivation for the application and examples of how you meet the criteria for the post.