



Job Offer – Administrative and Membership Officer (M/F/X)

Would you like to contribute to the smooth operation and reliability of the services of the Commission of Psychologists in Belgium? Do you have a strong sense of organisation, a meticulous nature and the ability to manage administrative processes in a structured and efficient way? Then this position is made for you!

The Commission of Psychologists is looking for an **Administrative and Membership Officer** who will ensure the correct and rigorous processing of registration files, follow-up of payments, archiving and logistical support for meetings and events, as well as the management of digital systems, tools and databases. You will be an essential link within the team, ensuring reliable service to members, commissions and external partners, while contributing to the operational continuity of the administrative department.

Your role

You manage member enquiries, registrations and data:

- Manage the general mailboxes and forward legal and ethical questions to the relevant colleagues.
- Explain verbally (telephone helpline) and in writing the regulations relating to registration, recognition and conditions of practice.
- Collect and analyse Belgian and foreign diplomas and supporting documents, and provide advice on these matters.
- Request and correct missing or incorrect data in consultation with stakeholders.
- Generate, maintain and update the list of registered psychologists and certificates in the database.

You prepare, organise and support meetings:

- Handle the organisational aspects of meetings (in particular the Assembly of Representatives and the Bureau): invitations, attendance tracking and recording.
- Coordinate practical aspects: interpreters, catering, venue, badges, reception and IT support.
- Support other projects such as study days, symposiums or other events.

You ensure logistical and administrative management:

- Manage office supply stocks and place orders in accordance with internal agreements.
- Monitor the maintenance and repairs of the premises.
- Process incoming and outgoing mail, including franking and distribution.

In consultation with the Administrative Expert, you help manage digital systems, tools and archiving:

- Manage and update digital systems and tools, and resolve simple technical issues by following up with external support.
- Manage printers, franking machines, laptops and other IT equipment.
- Monitor maintenance contracts and usage rights (software licences).



- Structure and clearly organise archives and files, manage access rights and draft, maintain and monitor the application of internal procedures.
- Propose digital solutions suited to the needs of ComPsy according to the state of the market (tools, performance, price, service).

Your profile

Technical skills:

- An excellent knowledge of Dutch and French (both spoken and written) is mandatory, as well as a good knowledge of English.
- An affinity with regulatory frameworks and the ability to quickly absorb new regulations, particularly those relating to the recognition, registration and practice of the profession of psychologist.
- A good command of administrative processes and file management.
- A thorough command of MS Office (Excel, PowerPoint, Outlook) and digital systems (e.g. Odoo).

Your behavioural competencies:

- **Analysing information:** analyse data in a targeted manner and evaluate information critically.
- **Structuring work:** organise your own work by setting priorities and systematically carrying out a variety of tasks.
- **Client orientation:** support internal and external members in a transparent, honest and objective manner, provide a personalised service and maintain constructive relationships.
- **Stress resilience:** respond to stress in a results-oriented manner, manage your emotions and handle situations constructively.
- **Reliability:** act with integrity in line with the organisation's expectations, respect confidentiality, honour commitments and remain impartial.

What we offer

- An impactful role within a socially relevant organisation.
- An attractive salary, competitive with the Brussels market, taking into account all relevant experience.
- Extra-legal benefits: meal vouchers, eco-vouchers, monthly net telework allowance and more.
- Hospitalisation insurance and group insurance.
- A STIB subscription covered 100% (as well as other public transport if necessary).
- 20 statutory leave days and 12 days of compensatory leave (40h/week regime).
- A flexible working schedule promoting a healthy work-life balance.
- Career development opportunities within an organisation in full professionalisation.
- An environment where collaboration, integrity and professionalism are at the core.



Interested?

Send your motivation letter and CV to Caroline Franck at recrutement@compsy.be.

The Commission of Psychologists is committed to equal opportunities and diversity. We select candidates solely based on their competencies and do not discriminate on the basis of gender, age, origin, religion, disability, or any other personal characteristic.