

Job Title: Administrative Assistant

May 2017

Background information

Founded in 1983, the Red Cross EU Office (RCEU) is a partnership between the 29 member National Societies of the EU/EEA (EUNS) and the International Federation of Red Cross and Red Crescent Societies (IFRC).

RCEU helps to coordinate relations between its members and EU decision-makers and stakeholders, sharing their extensive experiences and expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people by facilitating and voicing common positions and recommendations towards the EU and its Member States. We also scrutinise European developments that could impact the implementation of our members' work, as well as supporting them to elaborate and coordinate joint proposals to access EU funding.

For more information please visit www.redcross.eu. You can also connect with us via [Facebook](#) and [Twitter](#).

Job purpose

The purpose of this position is to provide administrative and technical support to the office, and in particular to the director and the management team. Along with fulfilling the key responsibilities listed in the section below, it involves managing the delivery of events held at the RCEU Office, including high level meetings and events organised by EU National Societies.

The position offers valuable work experience in a small and dynamic team.

Key responsibilities

Under the supervision and guidance of the Senior Assistant and the Director, the Administrative Assistant will contribute to:

Reception, general administration and logistics:

- Welcome and assist visitors;
- Screen incoming phone calls, respond to general inquiries, relay messages to staff;
- Sort and distribute incoming mail and deliveries, prepare outgoing mail;
- Keep stock of supplies, order office stationery etc.;
- Draft, edit and prepare formal documents and correspondence, papers and presentations;
- Provide administrative and secretarial support to the director, organise and schedule appointments;
- Manage travel and hotel arrangements for staff;
- Support colleagues in developing office administration processes, information systems, and documentation management as requested;
- Maintain contact databases and distribution lists;
- Taking care of the reception area and meeting rooms during events;
- Ensure proper maintenance of office equipment (copy machines, phone conferencing, audio-visual technology);

- Coordinate arrangements for meetings and workshops, take minutes;
- Implement office systems and procedures as requested, produce relevant templates and documents, provide guidance to colleagues.

Candidate profile

Education

- Bachelor's degree in secretarial studies or comparable professional experience.

Experience

- 3-5 years' experience as an administrative assistant;
- Good knowledge of the EU institutions and EU policy processes – preferred;
- Experience with the Red Cross/Red Crescent Movement – preferred.

Skills

- Proven advanced-level ability to draft correspondence and documents in English;
- Excellent customer service orientation;
- Detail-oriented, able to multi-task and take initiative;
- Analytical thinking, judgment and problem solving skills;
- Ability to work effectively in a multicultural team;
- Good working knowledge of MS Office Suite (Word, Microsoft Outlook, Power Point, Excel);
- Working knowledge of office equipment such as printers, Skype for business, etc.

Languages

- Excellent level of spoken and written English and fluent French are required;
- Working knowledge of other EU languages, especially German, is an advantage.

Terms and Conditions

Permanent contract, full time position of 38 hours per week. The monthly gross salary falls within the grade A category and ranges between EUR 2,200 to EUR 2,500 depending on experience. We further offer an attractive compensation and benefits package.

Application procedure

Please send your CV (max two pages) and a cover letter (max one page) in English to HR@redcross.eu by midnight CET, 29 May 2017.

The file names must include the job title and your full name. The email subject must include the position name only.

Only shortlisted candidates will be contacted for an interview. Prospective candidates will be asked to carry out a written assignment in English as part of the selection procedure.

The starting date will be discussed with the selected candidate.