



Our customer is a development organisation that supports achieving human rights and upholding the attitude of self-determined development. They stand for development that balances economic viability, environmental suitability and social benefit, foster intercultural exchange of ideas, the exchange of experiences and knowledge. They work with CSO, private sector and government actors and encourage exchange among them at local, national and international levels.

Office manager

Main duties and responsibilities:

- Overseeing and managing logistics operations
- General internal and external correspondence
- Office support to the team, including general secretarial work, such as drafting of letters, printing, photocopying, binding, incoming outgoing mail, filing, welcoming clients, etc.
- Coordinate maintenance of office equipment; manage office inventory
- Coordinate / carry out payment of all logistics and other expenses
- Procurement of office consumables and other items; request quotations and prepare comparative statements
- Provide logistics support to guests and project staff: plan and book transportation and accommodation
- General support and assistance to project staff

Requirements:

- Bachelor Degree
- A minimum of 3 years work experience in similar jobs

Competencies and skills:

- Proficiency in MS Office Tools (Word, Excel, Outlook)
- Language: Fluency in English both written and spoken required
- Excellent listening and communication skills and business correspondence
- Basic financial, procurement and logistic skills
- Excellent organizational skills
- Excellent administrative skills
- Detailed-oriented and high level of accuracy
- Client-oriented
- Team-oriented

Conditions:

- Two years contract with possibility of extension
- Performing services for an international organization
- Dynamic and responsible position
- Chance for a professional and personal development

The application should include a cover letter outlining clearly how the candidate meets the requirements of the position, a detailed CV. The position title and section/division must be indicated in the cover letter.

Closing date for applications: **20.03.2015.**

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