

## VACANCY ANNOUNCEMENT

June 2017

### **Administrative Assistant, Brussels (Part-time / 60%)**

6 months fixed-term contract  
Convention d'immersion professionnelle

The International Commission of Jurists - European Institutions (ICJ) is a non-profit organization (AISBL) established in Brussels, and part of a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights ([www.icj.org](http://www.icj.org)).

We are recruiting a dynamic and flexible professional to provide general administrative support and ensure the smooth running of the ICJ Brussels office. The ideal candidate holds a qualification in Administration or a similar field and is willing to work in an international context.

#### **MAIN RESPONSIBILITIES**

##### **Office Management**

- Organize office operations such as handling maintenance, mailing, shopping, supplies, equipment and errands;
- Manage the reception of visitors and perform secretarial functions. Handle incoming telephones, faxes and organize the use of post and courier services. Maintain relationships with service providers;
- Handle and maintain office stocks and assets, including through regular inventory;
- Assist in the organization of events and accommodation & travel arrangements for professional trips;
- Update and maintain contact and other databases.

#### **QUALIFICATIONS AND SKILLS**

- Qualification in Administration or similar field;
- Good spoken and written in French and English;
- Good level in the use of Microsoft office, particularly Excel;
- Strong organizational, planning and time-management skills;
- Ability to work under pressure and to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Good team player with excellent interpersonal and communication skills.

The ICJ is an equal opportunities employer.

The position is based in Brussels (central location). No relocation package is foreseen.

This position is part-time for 6 months within a "Convention d'immersion professionnelle".

**APPLICATIONS** should be addressed **by 19 June 2017** with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Administrative Assistant, Brussels

By email: [Europe-recruitment@icj.org](mailto:Europe-recruitment@icj.org)

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.