

**April 2018**

### **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.

##### **BASIC SUPPORT IN ACCOUNTING**

- Assist in recording accounting entries;
- Occasionally, assist in administrating all payments/bills of the office and administer the petty cash;
- Serve as a focal point and store all accounting documents in an organized and systematic way;
- Assist in the project and organizational audits.

#### **QUALIFICATIONS AND SKILLS**

- Degree in Administration, Accounting or similar field;
- At least one year of relevant office management experience. Experience in an ASBL or AISBL an asset;
- Proficient in the use of Microsoft office, particularly Excel. Knowledge of accounting software a strong asset;
- Good spoken and written in French and English;
- 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 27 April 2018** 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.