

VACANCY ANNOUNCEMENT

May 2018

Administrative Assistant, Brussels

(Part-time / 60%)

6 months fixed-term contract under the 'Convention d'immersion professionnelle' (paid traineeship)

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).

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 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.

NECESSARY QUALIFICATIONS AND SKILLS

- Degree in Administration, Accounting or similar field;
- Proficient in the use of Microsoft office, particularly Excel.
- One year of relevant office management experience.
- Good spoken and written in French or Dutch 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.

DESIRED QUALIFICATIONS AND SKILLS

- Experience in an NGO an asset;
- Knowledge of accounting software a strong asset;

The ICJ is an equal opportunities employer.

The position is based in Brussels (central location), therefore a valid permit for doing a traineeship is required. No relocation package is foreseen. This position is part-time for 6 months within a "Convention d'immersion professionnelle" (paid traineeship: 750 euros/month + reimbursement of 75% of transport costs).

APPLICATIONS should be submitted **by 15 of June 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

Applications will be reviewed on a rolling basis; therefore the position may be filled before the deadline.

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.