



**ADRA**  
**EUROPE REGIONAL OFFICE**  
**Job Announcement**

**Administrative Assistant**  
**to the Regional Executive Director**

**Job Title** Administrative Assistant to the Regional Executive Director

**Reports to:** Regional Director

**Resume of the Job:**

1. Help coordinate the day to day activities, workflow and provision of services of the ADRA Europe office.
2. Execute general support functions such as the processing of enquiries, documents, scheduling appointments and other similar duties.

**Percentage of Time:** 100%

**Job Description:**

- Prepare, record and file ADRA Europe Board Agenda and Minutes
- Establish and maintain office systems and record-keeping procedures
- Secretarial duties as requested by the Executive Director
- Assistance is provided in the management and coordination of the Executive Director calendar and appointments through ENET and Microsoft Outlook.
- Prepare the development of necessary layout forms
- Edit formal documents and official correspondence as directed.
- Schedule appointments and organize travel for all itinerating staff in the regional office including visas
- Organize the arrangements for conferences, workshops and meetings
- Manage ADRA Europe ENET and ensure that all files are being updated by all users, including to encourage all staff to make use of the electronic filing system and update it regularly.
- Keep the ENET updated, uploading and organizing relevant documents
- Proofread all official printed English documents and translate any needed documents from a to French
- Assist with the public relations element for ADRA Europe either by phone or face to face at the office
- Prepare the accounting documents to be sent to the accountants
- Make the payments of the ADRA Europe Office and keep the expenses records in time
- Issue the invoices to Country offices and keep track of its payments
- Administrative support to the other Directors
- Be ready to represent ADRA in some meetings with other organizations when necessary
- Function as recording secretary during meetings, with comprehensive notes, records of all action items, and minutes drafted for approval, and correspondence with members as needed.
- Maintain and feed the content of the ADRA Europe website
- Assist in preparing annual reports and presentations.
- Assist in monitoring current trends in the humanitarian aid arena.
- Provide support with the CORE program.
- Keep regular contact with country offices regarding administrative issues according to the needs

- Research as requested
- Upkeep of Prayer Roster
- Special Projects

**Education of the Candidate:**

- Recommended having a degree as Secretary, Administrative or any related field
- Fluent in oral and written English and French
- Knowledge of any other European language is valorized
- Sound working knowledge of Microsoft Office

**Competences:**

- Advanced secretarial skills
- Understand the SDA Church organizational System
- Have an interest in and aptitude for cross-cultural ministry.
- Initiative and self-motivated
- Excellent oral and written communication.
- High level of problem solving skills with the ability to work under pressure. Excellent time management skills with the ability to plan ahead.
- Ability to work autonomously and as part of a team.
- Appropriate qualifications and/or experience in international development would be an advantage

**Remuneration and Benefits:** According to experience and SDAC wage scale

**Contract Term:** Definitive after 6 months of experience

**Deadline for applications:** 15<sup>th</sup> August 2016

**Address for applications:** [info@adra.eu](mailto:info@adra.eu)