

CALL FOR EXPRESSIONS OF INTEREST PROJECT TEAM ASSISTANT (TEMPORARY)

The International Organisation of Employers is requesting expressions of interest for the position of **Project Team Assistant**.

This position will provide project assistance for a partnership project co-financed by the European Commission. The project aims to strengthen the capacity of national employers' and business organisations, particularly in least developed countries (LDCs).

The candidate will be employed as a Project Team Assistant with the following duties:

- Supporting the project manager in the delivery of the EU-Partnership project.
- Research and compiling information
- Meetings, conferences, workshops, and webinars organisational support
- Tracking invoices, credit card statements, reimbursement, basic accounting.
- Updating agendas, formatting documents, filing, and scanning, calls, mail, and correspondence.
- Contacting stakeholders/service providers
- Any other relevant administrative duty

Timeline: March to July 2021

Location: Geneva, Switzerland.

Competencies:

- Command of French and English. Spanish is a plus but not required.
- Excellent administration skills and basic accounting skills.
- Very good knowledge of Microsoft Office
- Knowledge of project work and willingness to learn.
- Knowledge of development cooperation and developing countries.
- Knowledge and experience of business and the private sector.
- At least a Bachelor's degree. A post-graduate degree is a plus but not required.
- At least 2-3 years of work experience.

Essential: Swiss work permit.

Salary: In line with IOE standard salary offer.

Applications: Please send your CV to: projectprocurement@ioe-emp.com

Deadline: 14 March 2021



Co-funded by the European Union