

Administrative assistant

Terms of reference

SWAN is seeking a responsible, accurate and communicative person for a part-time position of Administrative Assistant. The Administrative Assistant will be working under a direct supervision of the Executive Director and is responsible for managing SWAN office procedures and other tasks assigned by the Executive Director.

The Administrative Assistance must be a citizen or resident of Hungary. The Administrative Assistant should be committed to advance SWAN goals and mission and respect confidentiality of SWAN members.

Duties and responsibilities:

1. *Internal and external communication and project-related activities:*
 - process incoming correspondence, including faxes and e-mails and transfer to appropriate staff member;
 - maintain and update SWAN website and Facebook account and distribute the newsletter to the network;
 - maintain and update SWAN's list-serve;
 - maintain and update national/international partners and media contact database;
 - attend meetings as required; prepare and distribute meeting agendas, materials and minutes;
 - act as intermediary between SWAN and local bodies, suppliers, service providers, banks, etc;
 - draft interim and annual project reports;
 - maintain travel arrangements and logistics for project related trips and meetings;
 - address visa and tax issues of foreign staff and consultants.
2. *Office supplies, systems and other needs*
 - Plan and organize office layout and keep order;
 - Order office supplies and furniture;
 - Monitor office needs;
 - Arranges for repair of office equipment;
 - Maintain office records, including staff and partner information, suppliers and service-provider contacts.
 - Ensure effective and safe transfer and storage of files and records, including back-up of files and update of office software
 - Oversee all aspects of general office coordination;
3. *Financial administration (together with Accountant)*
 - Keep track of office bills and regular payment;
 - Keep track of overall budget and costs;
 - Draft interim and annual financial reports;
 - Handle cash payments and bank transfers;

- Prepare work contracts and formal agreements.

NOTE: The responsibilities of the Administrative Assistance are not limited to the tasks listed above, but will vary depending on the nature of SWAN projects.

Required qualification and skills:

- College or university degree.
- Knowledge of English (excellent oral and written) and Hungarian (native speaker)
- Knowledge of Russian or other Slavic languages is a plus
- Some experience in the sphere of office management and records keeping.
- Computer literacy (Microsoft Office, email, internet, search engines, basic desktop publishing)
- Good writing, analytical and problem-solving skills
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.
- Ability to communicate effectively and work in a diverse, multicultural environment

Start date: October 13, 2011

Compensation: Please provide your quote for a 4 hour/day salary netto.

To Apply:

Please send your CV in English, a reference letter (if available) and your quote to SWAN coordinator Aliya Rakhmetova at aliya.rakhmetova@swannet.org before Monday, 10 October, 2011.