



JOB DESCRIPTION (Job Code: 2022#02)

Job Title:	Office Administrator	
Department:	Secretariat of the Association	
Location:	Donostia / San Sebastian (Spain)	
Travel required:	No	
Report to:	Business Manager	
Job Category: Operational & Technical	Type of position: Full-time: <input checked="" type="checkbox"/>	Hours: 40 / week
Remote working policy:	Telecommuting allowed; remote working allowed part of the time.	
Role and Responsibilities		
<p>The Office Administrator of the Secretariat of the Association will include among its responsibilities to:</p> <ul style="list-style-type: none">• Coordinate office activities and operations to secure efficiency and compliance to company policies.• Manage agendas/travel arrangements/appointments etc. for the Management of the Secretariat.• Manage phone calls and correspondence (e-mail, letters, packages etc.).• Support budgeting and bookkeeping procedures.• Create and update records and databases with personnel, financial and other data.• Track stocks of office supplies and place orders when necessary.• Submit timely reports and prepare presentations/proposals as assigned.• Assist colleagues whenever necessary.		
Work Experience requirements		
Required:	<ul style="list-style-type: none">• Proven experience as an office administrator, office assistant or relevant role.	
Desirable:	<ul style="list-style-type: none">• Proven experience with European Commission research and innovation programmes.• Proven experience with non-profit associations.	
Qualifications and Education Requirements		
Required:	<ul style="list-style-type: none">• BSc/BA in office administration or relevant field is preferred.• Professional/vocational training on business administration or equivalent education required.• Outstanding communication and interpersonal abilities.• Excellent organizational and leadership skills.• Familiarity with office management procedures and basic accounting principles.• Excellent knowledge of MS Office and office management software (e.g., ERP software).• Excellent command / highly proficient in spoken and written English.• C1 Effective Operational Proficiency certification in English language (or higher).• C1 Effective Operational Proficiency certification in Spanish language (or higher).	



Desirable:	<ul style="list-style-type: none">• Certifications in office administration and related areas.
Notes	
<p><u>Note:</u> this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice, in order to respond to the needs of the Association.</p>	