



# EUROPARC

## F E D E R A T I O N

**Position:** Office Administrator

**Location:** Regensburg, Germany

*The EUROPARC Federation is Europe's biggest network, supporting and representing the work of Europe's protected areas. As a member organisation with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development and implementation, strategic and effective administrative processes are central to our work.*

### Description

The Office Administrator will provide comprehensive administrative support to enable the Federation to operate effectively, efficiently and to comply with statutory, legal, contractual and funding requirements.

We are looking for an experienced, highly organized and resourceful administrator, with an interest in nature and a willingness to work in an NGO culture. The administrator needs to have excellent oral and written German and English, as the office language is predominantly English. Additional European languages are desirable.

The work is varied and interesting, encompassing all aspects of NGO administration, personnel, membership administration and office management. A background or experience in business administration is desirable, as are excellent IT skills. **Full description on next page.**

Operating from the headquarters in Regensburg the Office Administrator will contribute to the small dedicated team.

### Conditions

This is a **part-time job** (up to 3 or 4 days per week by arrangement; self-employed persons are also welcome). The contract is limited to 1 year as replacement to parental leave.

### Applications

- CV with letter of interest detailing their relevant experience by 12pm (CET) on **Monday 28th September**.
- Interviews will be held in Regensburg during the week commencing 08th October
- Applicants should submit to [b.napolitano@europarc.org](mailto:b.napolitano@europarc.org)

# Job description

## Overall duties and responsibilities

The Office Administrator is the central cog in the EUROPARC Federation machinery that keeps the organisation running smoothly. S/he is responsible for the day-to-day running of the main office in Regensburg, whilst providing high-level administrative support to the Director, Council and members. The right candidate will be organised, responsible, flexible and professional. The Office Administrator must work well under pressure and be able to juggle several projects at once. S/he is a team player who can work equally well under his/her own initiative.

## Principal tasks

- Administrative support to the organization management including basis preparation and support for decision making in the fields of finances and law on associations
- Project administration and assistance in project applications and project reports preparation
- Office Management: preparation of presentations and reports, correspondence, post and phone, maintenance of files, archives and databases
- Organization and follow-up of council and member meetings as well as advising the management on issues of law on associations
- Administration of service contracts; review of processes and contracts with service providers
- Personnel administration (13 staff members), supervision of interns
- Membership administration (400 members in 37 countries)
- Arrange travel, prepare itineraries, administer expense report tools
- Representation of the Federation at international seminars and workshops

## Skills/attributes required

- Native German speaker, or high proficiency in both English and German (written and oral)
- Other European languages desirable
- Mature time-management and organisational skills
- Excellent and high level computing skills in all Microsoft Office applications
- Multi-culturally sensitive
- Ability to multi-task and approach challenges with an open mind
- Ability to support, and work within a team environment
- Highly organised and resourceful
- Professional, punctual and reliable
- Excellent communication skills (both written and oral)
- Ability to maintain a high level of confidentiality
- Excellent interpersonal skills
- The ability to form and maintain relationships through teamwork
- A flexible thinker who is adaptable and responsive to change
- A good understanding of German legal and financial systems, as well as law on associations
- Ability to both maintain and create business processes
- Experience in the field of business administration, preferably in an NGO environment
- People management skills desirable, as the post includes supervision