

EUROPARC Federation e.V.

Waffnergasse 6
DE-93047 Regensburg

Tel: +49(0)941 5993598-0

Fax: +49(0)941 5993598-9



Position:

Office Administrator (f/m/d) Full-time (40 hours)

Location

EUROPARC Federation

Waffnergasse 6

93047 Regensburg

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. Operating over 40 countries, with a strong international connectivity, 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 international work 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 English. Additional European languages are desirable.

The work is varied and interesting, encompassing all aspects of international NGO administration, personnel, membership administration and office management. A background or experience in business administration is desirable, as are excellent IT skills. Finance background is an advantage.

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

We offer:

- ✓ Maximum degree of freedom: in your area of responsibility, you have the opportunity to actively shape the future of our organisation
- ✓ No day like any other: A wide range of tasks with a lot of personal responsibility and room for new ideas awaits you
- ✓ Open culture: uncomplicated cooperation and a "Duz" culture at all hierarchical levels
- ✓ Multicultural environment
- ✓ Optimal work-life balance: We offer extensive opportunities, flexible working hours and the option for mobile working

Your 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 (19 staff members), supervision of interns
- ✓ Membership administration and membership database back-up (over 410 members from 38 countries)
- ✓ Arrange travel, prepare itineraries, administer expense report tools
- ✓ Representation of the Federation at international seminars and workshops

Your profile:

- 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

Conditions:

This is a full-time position (40 hours/week), from our headquarter in Regensburg.

Start date: **as soon as possible/mid-October 2023**

Application:

Your contact person for questions: **Ms. Cristina Popa**

Please send us your application with CV and certificates **no later than 28.09.2023** electronically to cristina.popa@euoparc.org

We look forward to receiving your application and the earliest possible start date.