

JOB DESCRIPTION

ASSISTANT TO THE OPERATIONS SECTION

Essential duties and responsibilities:

The selected candidate will be handling a wide range of administrative and executive support tasks including:

- * Provide administrative support to 3 project and programme managers and to the Head of the Operations Section
- * Organise meetings and transcribe minutes of meetings
- * Review mail addressed to the section, disseminate or prepare draft replies for signature and ensure follow up
- * Assist the section in encoding data in our internal database accurately
- * Monitor telephone calls and respond to routine requests for information
- * Update/follow up the contact/ mailing list for the Operations section
- * Contribute to the organisation of information sessions and workshops; invite participants liaise with the event company
- * Assist in translations and interpretations when necessary (Hebrew-English)
- * Take responsibility for ensuring the effective administrative functioning of the section; maintain office records and filing

Competencies:

The successful candidate must be well organised, and able to work under tight deadlines and pressure, with the capacity to work in an international environment. Additionally, the position requires a proactive and resourceful person who demonstrates extensive ability to exercise confidentiality and professionalism at all times. The candidate must have highly developed writing and communications skills, as well as proficiency in proof reading and document preparation primarily in English. The candidate will be required to quickly familiarise him/herself with EU procedures.

Professional requirements/qualifications:

- * Full secondary education
- * Post secondary education (University, College etc) or any relevant training would be an advantage
- * Minimum two years of administrative experience in an international organisation
- * Mother tongue level English (excellent verbal and written communication skills) and fluent Hebrew (both verbal and written)
- * Computer literacy