



INTERNATIONAL  
COFFEE  
ORGANIZATION



## Office Assistant

London, UK

### Responsibilities

#### **DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Head of Finance and Administration and within the framework of the delegated authority, the incumbent is assigned all or part of the following responsibilities.

#### **General:**

1. Deal with all aspects of reception activities and security services of the Organization.
2. Maintain organization of the offices, cabinets, bookshelves and equipment via cleaning
3. and storage.
4. Assist with a series of tasks as required and provide support to the Office of the Executive Director as related to administrative work, as required.
5. Provide support on various aspects of meeting facilities and related services for the Organization's meetings.
6. Control use of office stationery and cleaning supplies.
7. Handle errands such as trips to post offices, banks, public services and shops as required.
8. Perform other related responsibilities, including replacing and/or backstopping for others within and outside the section, as required.

#### **Level and purpose of contacts**

##### **Inside the Organization**

Contacts with staff at all levels to provide information on all aspects of the duties and responsibilities, particularly as related to reception and security, meeting facilities and related services, office stationery and other products, and errands handled with discretion and courtesy while promoting mutual understanding. Seeking advice from supervisor using common sense.

##### **Outside the Organization**

Within the delegated authority, contacts with a broad range of official visitors, local authorities, and a broad range of suppliers and service providers, as well as counterparts from international organizations/agencies to exchange information.

	<b>Skills and required qualifications</b>
<b>Education and Experience</b>	- Completion of secondary education complemented by work experience in similar positions in an international or large organization.
<b>Language(s)</b>	- Excellent command of the English language, oral and written. - A working knowledge of at least one of the other official languages or the Organization (Spanish, French and Portuguese) is desirable.
<b>Specialized Knowledge</b>	- Ability to establish and maintain good working relations with staff at all levels, visitors and external contacts. - Knowledge of secretarial work an advantage and working level of IT skills in MS365, Word, Excel. - Flexibility in working hours and the ability to work under pressure and time constraints.

<b>How to apply</b>
<p>The ICO will only accept duly completed applications sent to <a href="mailto:ed@ico.org">ed@ico.org</a> with:</p> <ol style="list-style-type: none"> <li>1. A motivation letter,</li> <li>2. A curriculum vitae using one of the following templates: <a href="https://europa.eu/europass/en">https://europa.eu/europass/en</a> or <a href="https://europass.cedefop.europa.eu/editors/en/cv/compose">https://europass.cedefop.europa.eu/editors/en/cv/compose</a> (online and saved),</li> <li>3. Two references.</li> </ol> <p>Only shortlisted candidates will be contacted.</p> <p>For further information please refer to: <a href="http://www.icocoffee.org/">http://www.icocoffee.org/</a></p>
<p><b>No Fees:</b></p> <p>The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).</p> <p>The ICO does not request any information related to bank accounts.</p>