



ACT (Action, Collaboration, Transformation) is looking for an

Office manager (f/m/d, part-time)

ABOUT ACT

ACT (Action, Collaboration, Transformation) is a joint foundation of global brands and retailers and IndustriALL Global Union to transform the garment and textile industry and achieve living wages for workers through collective bargaining at industry level linked to purchasing practices.

DESCRIPTION

ACT is seeking an experienced office manager to support the ACT Secretariat. The office manager will handle a wide range of administrative and executive support related tasks working independently with little or no supervision.

The duty station will be Berlin, Germany. The job will require occasional travel and flexibility. The office manager will report directly to the Executive Director.

RESPONSIBILITIES

1. Administrative support, such as administer office and staff accounts, organise meetings, prepare and attend meetings with Executive Director and Governing Board, book transport and accommodation, deal with correspondence and queries, prepare letters, presentations and reports, manage and maintain databases, administer contractual arrangements with members, donors, and all other external parties, manage a range of software packages, order stationery and furniture.
2. Financial administration, such as accounting control, financial reporting, coordination with accountants, administer project funds, bank accounts and budgets, manage travel expense overviews and reimbursements.
3. HR administration, such as deal with foundation/staff insurance policies, make sure that staff get paid correctly and on time, keep personnel records up to date, provide counseling on policies and procedures.

QUALIFICATIONS

EDUCATION A Bachelor's degree or other relevant qualification in business administration or related fields.

EXPERIENCE A minimum of three years of professional experience in the field of business administration.

RELATED SKILLS AND KNOWLEDGE

1. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.
2. Excellent time-management skills and the ability to prioritize and complete work under pressure.
3. Strong interpersonal skills to work collaboratively within ACT, as well as with external partners.
4. Excellent written and oral communications skills in English. Knowledge of other languages is an asset.

SALARY ACT offers a competitive compensation.

DURATION ACT offers a permanent part-time position (20 hours per week).

APPLICATION DEADLINE Please apply until 19th of January 2020.

CONTACT Please send your application in one pdf file, including CV and reference (if available) to application@actonlivingwages.com

EQUAL OPPORTUNITY EMPLOYER

ACT is an equal opportunity employer that does not discriminate in its hiring practices to build the strongest possible workforce.