



With the support of



## **Recruitment**

### **Logistics responsible in Vicenza office of ALDA**

*5<sup>th</sup> January 2015*

The Association of Local Democracy Agencies (ALDA) is an international non-governmental organization active in the fields of Good Governance and Citizens' participation and operates in the European Union member States and ENPI countries, with its network of 13 Local Democracy Agencies (LDAs). The members of ALDA are local and regional authorities and NGOs from across Europe. For further information: <http://alda-europe.eu>

ALDA is looking for a Logistic officer for our office in Vicenza :

#### **Selection procedure**

##### **The deadline for applications is 20<sup>th</sup> of January 2015.**

The dossier, composed of a CV in English or French, a letter of motivation and two references, is to be sent to [job@aldaintranet.org](mailto:job@aldaintranet.org)

Indicate a range of salary accepted (net per month).

Interviews will take place between the 20<sup>th</sup> and the 30<sup>th</sup> of January 2015. Job starting mid of February 2015.

#### **Working conditions**

Full time job. Remuneration according to the qualifications and experience of the candidate. Further information will be sent to potential candidates.

Location : ALDA office, Viale Milano 66, Vicenza

#### **Profile/competences:**

- Secondary school diploma;
- Languages: English, Italian. Other languages will be an asset;
- Strong computer skills (including PowerPoint and Excel tables, Word, and other common software);
- Familiarity with administrative process, very good organisational skills;
- Ability to work in a team as well as individually;
- Very-well organised, proactive, ability to multi-task, and strong ability to prioritise;
- Good interpersonal and communication/phone skills;
- Desirable (but not essential) experience in a similar position;
- Willingness to work some weekends or evenings and to travel when required;

- Driving Licence (B) demanded.

### **Activities/Responsibilities:**

- Liaising with the Secretary General office, other staff members, the Governing board and ALDA members, for all logistical aspects of their missions;
- Booking flights, hotels and organising visas for international experts/participants;
- Supporting project managers and other unit coordinators for all logistical aspects, related to project implementation;
- Supporting staff member in the organisation of local and international events;
- General management of the office together with the Administration Unit General management of the office together with the Administration Unit (following the suppliers of good equipment and services needed for the maintenance of the office);
- Administrative tasks and secretary work;
- In charge for following all issues related to subscriptions, on behalf of the Association;
- In charge of following reimbursement procedures for the Secretary General, together with the Secretary General's Assistant;
- Supporting the Communication Unit when required;
- Daily monitoring of the incoming mail, and of the weekly outgoing mail;
- Accompanying the Secretary General in her local mission when required;
- Preparing the material for meetings and missions;