

## Personal Assistant to the General Secretary

**Position:** Personal Assistant to General Secretary

**Reports to:** General Secretary

**Liaises with:** All Departments

### **Purpose of the position:**

Assist the General Secretary with administrative support and manage the filing of all administrative documents

### **Main Responsibilities:**

#### **Admin**

- Receive and process incoming & outgoing correspondence and file documentation
- In charge of writing documentations for students: admission letters, bank account opening requests, visa requests, etc...
- Liaise with local authorities and keep up to date with certificates, etc
- Monitor the work of the cleaning team and the stock of cleaning supplies
- Keep record of all accommodation inventories and stock of keys
- Take over the General Secretary's duties when she/he is on leave
- Issue and monitor undertaking forms for laptops and other IT equipment
- Request stationeries for office use.
- Keep the office organised
- Any other duties as requested by the General Secretary

#### **Human Resources**

- Create staff folders and collect staff personal information to keep record and share with accounts
- Prepare appointment letters, contracts, confirmation of appointment all related documents
- Coordinate staff evaluations
- Keep up-to-date staff files and send regular reports to the General Secretary and Director (number of employees, contracts expiring, etc)
- Liaise with Health Insurance and pension scheme
- Follow-up on work permits and resident permits for staff members.

### **Education and Experience:**

- Minimum of BA in Bilingual Secretarialship or related course

### **Key Competencies:**

- Excellent communication skills
- Ability to speak and write in French would be an advantage
- Good command of MS Office Suite.
- Flexible, reliable and able to work within deadlines
- Position dealing with confidential information so should demonstrate discretion

### **To apply:**

Send your CV (2 references) and cover letter before **Friday 5<sup>th</sup> February**. Position starting 15<sup>th</sup> February.

1 year fixed term contract. Advantages include access to language classes, private health insurance and private pension scheme (at the end of 3 months-probation period)