

ADMINISTRATIVE ASSISTANT

Position Local Agent

Job Title: Administrative Assistant

Generic domain:

Specific domain: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job Family: Operational, Administrative & Secretarial Assistance

Sensitive post: No

Overall purpose: Under the supervision of the Head of Administration and in cooperation with other Administrative Assistants, he/she will be responsible for administrative tasks in particular in the areas of infrastructure-building management and finance. He/she will be back-up to other Administrative Assistants.

Function type: INFRASTRUCTURE

Duties:

- Preparation of Building files (EUD office and Residence);
- Administrative and operational management of the Delegation's contracted real estates, including but not limited to the follow-up of the implementation of the building contracts, their amendments, indexation (calculation and implementation), insurance policies, budgetary consumption;
- Colocations: following-up on existing agreements and supporting with the preparation of new ones;
- Preparation of housing norms review;
- Encoding and updating of the housing data in corporate databases;
- Assisting the Security Management Team (SMT) in issues related to the accommodations of expatriate staff and the EUD office;
- Acting as an internal contact point for the matters of accommodations of expatriate staff;
- Assisting the new comers with temporary and permanent accommodation and follow-up of procedural steps;
- Being focal point and coordinator for the internal office removals and the office allocation/relocation;
- Arranging and ensuring proper delivery and implementation of office refurbishments and infrastructural works;
- Accompanying and supervising of office refurbishment contractors and other infrastructure contractors present in the EUD premises;
- Acting as a Residence Manager which includes but is not limited to the follow-up of the lease contract, contact with the owner and sub-parties dealing with Residence maintenance, contact with domestic staff on the housing issues;
- Managing all steps of the asset life cycle, ensuring accuracy of asset database (excluding manual tracking);
- Acting as a contact point with relevant contractors.

Function type: BUDGET, FINANCE and PROCUREMENT

Duties:

- Preparing procurement files for refurbishments;
- Preparing technical specifications relevant to infrastructure or as requested to support the section's workload;

- Acting as Data Entry Agent and/or Operational Initiating Agent in the Administration financial workflow;
- Assisting the Delegation's Imprest Account Holders in reporting obligations;
- Ensuring compliance with the Financial Regulation and other legal and regulatory requirements.

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Document and mail handling

Duties:

- Providing general administrative support upon instructions from the Head of Administration and/or the Head of Delegation;
- Drafting correspondence in the framework of his/her functions;
- Performing other duties of a similar nature or level;
- Ensuring proper electronic filling and archiving of documents on the server of the EU Delegation in compliance with the internal filling/archiving policy;
- Assisting deputy DMO with the elimination of infrastructure files.

Job requirements

Formal education:

Formal education of at least 3 years attested by a faculty diploma.

Experience:

- At least 5 years of experience in the field of administrative /infrastructure/logistic matters;
- Very good command of Serbian and English (spoken and written);
- Proficient computer literacy and excellent command of Microsoft Office Tools:
- Knowledge of internal EU corporate IT tools is an advantage;
- Knowledge of a second EU working languages is an advantage;
- Experience in EU/EEAS financial procedures is an advantage;
- Knowledge of ethics and the EU anti-fraud strategy is an advantage;
- Experience in the area of the EU/EEAS procurement is an advantage.

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