

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 9.8 million people obtain a safer place to sleep at night, along with the strength, stability and independence to build better lives. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat's global mission was made possible thanks to its many generous donors and the hands and hearts of 1.8 million volunteers. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit [www.habitat.org](http://www.habitat.org).

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

### **Admin and Executive Assistant**

Provides executive level administrative support to both the Area Vice President and Director Finance and Administration, assists to the Procurement Officer, acts as IT officer

#### ***ESSENTIAL DUTIES & RESPONSIBILITIES***

Administration, office management

- Effectively and efficiently process incoming and outgoing correspondence (mail, faxes and some e-mails)
- Provide and arrange translations on external office communications
- Translates documents, speeches and interprets as needed
- Makes travel arrangements and bookings, prepares expense reports as needed
- Courteously manages phone calls as needed and ensures that messages are dealt with
- Arranges for accommodation, transportation, visa and other logistic requirements as needed and requested
- Proactively ensures logistics and refreshments for management and other meetings as needed
- Organizes and manages interdepartmental conferences and meetings, enlisting support from other administrators and staff, obtaining and managing venues, menus, transport arrangements and entertainment for participants
- Operate switchboard in an efficient and polite manner at the reception desk
- Support to office management

Assist to the Procurement Officer

- Provide guidance and support to all procurement processes for EMEA AO Bratislava based departments and staff
- Manage Purchase Orders (PO) acquisition process for all procurements (EMEA AO Bratislava) in cooperation with Purchasing Dpt. in HQ

Acts as an IT Officer

- EMEA AO Bratislava network infrastructure (hardware/software) support in cooperation with HQ IT
- EMEA AO Bratislava new staff onboarding (incl. IT orientation, laptop setup, folders access, phone setup)

RD Support - up to 25%

- Mailing and posting contracts and other documents
- Assisting with communication with vendors, organizing pick-ups of materials
- Assisting with organizing meetings and RD and COMMS regional conferences (if taking place in Bratislava, also travel/hotel/conference room/meals)
- Organizing EMEA RD and COMMS staff travel (Associate Directors and above) - pre-approvals, transport and visa (embassy information, etc), booking hotels, finding directions
- Supporting/coordinating trips of visitors (in- or external persons), get quotes and time/agenda, pre-approvals
- Logistical supporting of expats in Bratislava (making appointments in Slovak, finding out information)
- Infor expense reporting and travel expense reports of RD & COMMS staff(Associate Directors and above)

**SKILLS, COMPETENCIES, AND EXPERIENCE**

- Strong administrative skills
- Excellent communicator
- Computer Literacy in MS Office (Word, Excel and Outlook), Powerpoint and the Internet.
- Ability to anticipate and understand management issues and articulate to and influence stakeholders
- Ability to assertively tackle issues and handle these from start to finish
- Strong service orientation - provide consistent and reliable service to AVP & AGC, making every effort to meet and exceed requirements and strive for excellent, value-added service in all areas of administrative support.
- Strong mission orientation – professionalism in word and deed in keeping with the executive office of a Christian ministry such as Habitat for Humanity
- Cross-cultural sensitivity and ability to communicate effectively with people from different walks of life

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your motivation letter and CV as ONE DOCUMENT (with position#) in English to Human Resources at [emeahr@habitat.org](mailto:emeahr@habitat.org).

**Closing date for applications: February 17<sup>th</sup>, 2017.** Only short-listed candidates will be contacted for an interview.

The contract is temporary for 6 months with a potential extension.

To find out more about Habitat for Humanity, visit <http://www.habitat.org/>