**Administration Assistant**

**Job Advertisement**

JOB TITLE: Administration Assistant

**REPORTS TO**: Human Resources Coordinator

**WORK LOCATION** : Port-au-Prince, Haiti

**SCHEDULE:** 40-48 Hour per week

**Contract Start Date :** As soon as possible

World Relief Corporation (WRC) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR’s mission is the mobilize churches to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in Haiti since 1993.

**Core Functions / Responsibilities**

1. Provide full administrative support to World Relief Haiti Office. Prepare draft, review and revise correspondence, reports and documents for proper format and content.
2. Initiate and process different administrative transactions including procurement of goods and services. Follows up with concerned parties the receipt of deliverables and finalization of payments in accordance with WR guidelines;
3. Assist the Country Director and other Senior staff during negotiations and liaison with partners and other relevant Integral Alliance institutions/UN Agencies for projects. Liaise with external stakeholders and other WR offices
4. Be in charge of the Mission's Welcome Service, which includes, among other things, travel arrangements for staff in compliance with WR rules (flight and hotel reservations, visas, invitation letters, accreditations, etc.), accommodation planning for visitors and new expatriates, briefing of new staff, practical organization of seminars (room reservation, organization of coffee and lunch breaks, etc.)
5. In collaboration with the ICT (Information, Communication & Technology), implement information management guidelines and ensures compliance with procedures and efficient management of information flow.
6. Be the point person for correspondence and protocol, information confidentiality security, interim filing and archiving.
7. Performs secretarial duties for the senior management team, including diary management and external contacts, preparation of meetings, updating of lists and organization charts.
8. Prepare mailings
9. Compile regular monthly meeting reports; regular update colleagues on new administrative process;
10. Compile background material for planning, monitoring and evaluation exercises. Maintain and update the filing of technical documents and correspondence (soft/hard copies and databases if applicable).
11. Create background reference material as appropriate; access and retrieve relevant material;
12. Work on all administrative and logistics preparations required for the organization of meetings (working groups, seminars/courses, workshops);
13. Prepare and process travel requests for team members arrange for visa issuance, security clearance, flight, and hotel bookings, follows up travel related issues of national and international missions.
14. Assist on research tasks, compile, and analyze information, and draft briefings and background information documents as requested;
15. Support in WR Haiti Newsletter preparation and filling
16. Perform any other duties as may be assigned.

**Required Qualifications and Experience**

**Education**

* Completed Bachelor’s degree in secretarial and/or administrative studies, International Relations or a related field
* Minimum two years experience in a similar field.
* Very good level of French (spoken and written) and good level of English (spoken and written) required.
* Computer literate; excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
* Experience with an international organization would be an advantage.
* Sense of organization, responsibility and priorities
* Ability to take initiative, analytical skills, methodical and rigorous
* The Administrative Assistant will be required to maintain strict neutrality, independence and impartiality at all times and under all circumstances. As such, he/she cannot take advantage of any public position - past, present or future - in relation to the context, the actors and the geographical area in which he/she works.

**Experience**

* Experience in Administrative profession
* Demonstrated drafting and reporting skills are essential;
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

**Languages**

Fluency in French is required. Knowledge of English and Spanish is desirable.

**HOW TO APPLY**

Please send your applications to the following email address: wrhadmin@wr.org with “**Administration Assistant Position**" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.