

## IndustriALL Global Union is looking for an EVENTS AND OFFICE ASSISTANT

**IndustriALL Global Union** represents 50 million workers across supply chains in mining, energy and manufacturing sectors in 139 countries, and is a force in global solidarity taking up the fight for better working conditions and trade union rights around the world. IndustriALL challenges the power of multinational companies and negotiates with them on a global level.

The job will consist of giving administrative support to the different staff members with their travels, organize conferences and meetings worldwide and liaise with our affiliates and our different regional offices. You will be working in a small team in close collaboration with the administrative coordinator and each member of the team.

### Principal tasks

- Provide administrative support to staff with travel arrangements
  - Order flight/train tickets
  - Book hotels and register them to different conferences
  - Assist with visa applications
- Organize conferences and meetings
  - Book meeting rooms and hotels
  - Arrange for interpreters and technical equipment
  - Arrange for catering
  - Register participants and do related work (visa, flights, hotels...)
  - Set up meeting rooms and assist during conferences
- Translation and interpretation
  - Translate short emails and letters
  - Interpretation during short and informal meetings
  - Liaise with external translators for long documents
- Reception
  - Answering incoming calls
  - Organize lunches and coffee breaks for visitors
  - Welcome international visitors
  - Liaise with affiliates
- IT
  - Organize IT requirements during conferences and meetings
  - Layout of documents for the meetings
  - Organize Lifesize/Skype video and phone conferences
  - IT and HelpDesk Back up

### Your profile

- Team spirit and be able to work in an open space
- Be service-oriented, organised and flexible
- Be conscientious and reliable
- Be ready to learn and improve
- Be able to work in high-demanding situations during major events
- Be ready to travel
- Work and interact well and harmoniously in a multicultural environment

**Language and computer Skills**

- Fluent in English, Arabic and German (both oral and written); knowledge of any additional languages is an asset.
- High Level skills in Microsoft Office (Word, Outlook, Excel, PowerPoint).

**Social advantages**

- Excellent benefits

**Starting date** : September 2019

**Conditions:**

- Full time
- Permanent contract

If you are of Swiss nationality or have a valid work permit, please send your application by the **26<sup>th</sup> of July 2019**, together with a motivation letter, your **CV, both in English** and work certificates to Amandine Iwachow at [aiwachow@industrial-union.org](mailto:aiwachow@industrial-union.org).