



Job Opening:

Secretary

Position title: Secretary
Reporting to: Executive Director

Summary

The Union for Ethical BioTrade is a Geneva based, non-profit, membership-based organisation that brings together a diverse group of businesses using materials derived from biological diversity. The Union was created in May 2007 and opened its offices in Geneva in summer 2008.

Position summary

The Union's Secretary will assist with the office logistics, the Union's bookkeeping, and event organisation, as well as updating the database.

Responsibilities

- Maintain the database of the Union (updating and organising contacts)
- Bookkeeping (Invoicing, expenditure tracking and bookkeeping support);
- Human resources (liaison with local authorities, holiday tracking etc.)
- Support the organisation of meetings (venue, travels, etc.)
- Responsible for the day-to-day office logistics (organise office supplies, support staff travel, printing, handling correspondence, filing, etc);
- Support the Union and UEBT staff in all other matters of relevance.

Qualifications and skills:

- Experience with office support in a small or medium-sized organisation in Switzerland;
- Good working knowledge of office computer software, including Microsoft Word, Excel, PowerPoint, Outlook, etc
- Strong problem solving skills, pro-active attitude towards work, ability to function independently, good team player and strong interpersonal skills;
- Fluency in French with a good working knowledge of English. Fluency in English and knowledge of other languages such as Spanish or Portuguese will be considered an asset.

- Experience of working on Mac computers will be considered an asset

Employment conditions

Location: Geneva, Switzerland.

Starting date: ASAP

Remuneration will be according to age and experience, in line with local Swiss standards. The incumbent will be offered a permanent contract with a 3-month probation period. The assignment is part-time (50%), i.e. every morning or every afternoon.

The incumbent will become part of the Swiss social security system. Remuneration will be according to age and experience, in line with local Swiss standards for non-profit organizations. Applicants must have a valid work permit.

Application

Interested candidates should send a cover letter and curriculum vitae to emma@ethicalbiotrade.org, to the attention of Ms. Emma Brooks