
**Job Opening:
Office Administrator**

Position title: Office Administrator

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 will open offices in Geneva in summer 2008. The initial team will consist of four people.

Position summary

The Union's Office Administrator will be responsible for the office logistics, membership administration, the Union's accounting, and event organisation.

Responsibilities

- Responsible for the day-to-day office logistics (organise office supplies, support staff travel, printing, handling correspondence, filing, etc);
- Responsible for membership administration (invoicing, tracking of payments, etc);
- Accounting (set-up an accounting system, undertake Union's book-keeping, etc);
- Event organisation (organise general assembly and board meetings, workshops, participation in fairs, etc.);
- Human resources (prepare staff and consultancy contracts, liaise with relevant Swiss authorities and companies on work permits, pension schemes, etc.)
- Support the Union in all other matters of relevance.

Qualifications and skills:

- Experience with book-keeping and accounting in a small or medium-sized organisation in Switzerland;
- Good working knowledge of office computer software, including Microsoft Word, Excel, PowerPoint, Outlook, etc
- Understanding of, and proven experience with, Swiss labour law;
- Strong problem solving skills, pro-active attitude towards work, ability to function independently, good team player and strong interpersonal skills;
- Willingness to work on a wide variety of issues;
- Fluency in English or French with a good working knowledge of the other. Knowledge of other languages such as Spanish or Portuguese is considered an asset.

Employment conditions

Location: Geneva, Switzerland. Incumbent will be offered a permanent contract with a 3 month probation period. A part-time arrangement is possible. 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.

Application

Interested candidates should send a cover letter and curriculum vitae by 15 July to info@ethicalbiotrade.org.