



## VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

### Administrative Assistant

Under the overall supervision of the Chief of HR and Corporate Operations and the direct supervision of the Operations Officer, the Administrative Assistant will be responsible for providing administrative support to the Corporate Operations team.

**The responsibilities of the position include the following:**

- Assist with procurement of office supplies and other operational expenditures. This includes obtaining bids, organizing purchases, creating requisition requests in the organization's ERP system, supporting the tendering process for vendors and following up on the clearance process with colleagues, including the Procurement Officer.
- Assist in HR record keeping and process documentation.
- Maintain information on stationery and meeting/catering supplies and manage stock.
- Assist with annual inventory and furniture/equipment labelling.
- Assist with mail/courier services and maintain mail register.
- Undertake deliveries/pickups to post office and other agencies as needed;
- Assist with a variety of other tasks such as data entry/verification, copying and binding, moving, documents, supplies when needed, etc.
- Provide meeting services, which include the set up and clear up of the meeting room, meeting material, catering and transportation.
- Ensure regular follow-up and take the lead in arranging for OHS measures, including first aid courses, fire warden arrangement and keeping OHS supplies.
- Provide general support to the Operations team and other teams as needed.
- Any other duty as required.

### Qualifications and competencies

- Secondary education and a minimum of 2 years relevant experience in providing administrative support, preferably within an international working environment.
- Proficiency in Microsoft Office software and use of shared electronic calendars.

- Demonstrated high level of proficiency in English, German is an asset.
- Demonstrated accuracy, attention to detail and an ability to multi-task and to prioritize effectively.
- Ability to anticipate needs with a strong client orientation and service approach.
- A high degree of flexibility and adaptability, including the ability to occasionally meet demands outside of normal hours during peak periods, when necessary.
- Ability to work well under pressure and handle a wide variety of activities and confidential matters with discretion.
- Strong teamwork and interpersonal skills.
- Courtesy, tact, and willingness to maintain effective working relationships with people of different cultural and national backgrounds.

**Terms and Conditions:** The Trust offers an attractive remuneration package including a competitive salary, medical insurance and leave provisions. This is a General Service position classified as Level 1, with the highest Level in the General Service Grade Levels being Level 3. The salary range for this level starts at Euro 2,500 per month. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid Euros. Relocation costs are not covered. The contract will be initially for a period of one year. **The expected start date for this position is on or before 1 April 2025.**

**Applications:** Interested candidates should submit the following:

- **a one-page summary of your qualifications and experience**, indicating how you meet each of the duties and competencies for the position and your motivations for applying;
- your **curriculum vitae in English** (please include your current residence address, telephone, fax and email address, date of birth, gender and nationality);

Please apply by using the following link: <https://www.impactpool.org/jobs/1134971>

**Deadline for applications is 23 February 2025**

*By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).*

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality. Only short-listed candidates will be contacted.*