



# EWEA

THE EUROPEAN WIND ENERGY ASSOCIATION

## **The European Wind Energy Association is seeking an Office Administrator**

*EWEA represents the wind industry and promotes the use of wind power in Europe and worldwide. We are seeking an office administrator to manage office operations and undertake administrative tasks for the EWEA Secretariat.*

### **Main responsibilities:**

#### **Management duties:**

- Developing and monitoring operations manual covering procedures and methods of working;
- As part of a set strategic plan to provide feedback to the management, undertake reporting of various set indicators for outputs and some budgetary items;

#### **Office duties:**

- Plan, coordinate and follow up meetings;
- Deal with general information flows and a wide range of external enquiries via phone, email, fax and post communications;
- Organising logistics for EWEA presence at external events and assist in the organization of media conferences and activities
- Answer the main phone, e-mail enquiries;
- Acting as PA to senior EWEA staff;
- Maintain the EWEA database and contact lists, including the Policy and Communication databases, and developing individual networks of key stakeholders;
- Filing
- Assist in in-house magazine subscriptions and production and update the bookshelf of subscribed dailies and magazines;
- Make travel arrangements
- Order supplies
- Work closely with the Renewable Energy House Secretary and Accountant.
- Maintaining and copying press clippings archive and press review
- Follow up existing exchange deals
- Setting up a system and organising an online CD photo-library; maintaining the library;
- Liaising with designers and printers on the logistics of communication materials

The post requires fluent written and spoken English. Fluent spoken French is an advantage. Knowledge of MS Office (including Outlook, Word, Access) and the internet is essential. Candidates must be well organised, have good telephone manners, be able to work in an international environment and be flexible.

Send a covering letter and CV by email to [ewea@ewea.org](mailto:ewea@ewea.org) before 24<sup>th</sup> March. Only short listed candidates will be contacted. For more information on EWEA visit: [www.ewea.org](http://www.ewea.org)