

# Administrative Officer

Service Centre - Terms of Reference

## Job description

**JOB TITLE:** Administrative Officer.

**PURPOSE:** Responsible for the efficient functioning of the office from the administrative, financial and managerial point of view. The administrative officer ensures the smooth running of the office on a day-to-day basis. The role of Administrative officer will also be combined with other Service Centre-based positions, for example: HR assistant, secretary, marketing assistant.

**LOCATION:** LifeWatch ERIC Service Centre premises in Lecce (Italy).

**POSITION:** Full-time, max 12 months (with the possibility of developing into a stable position).

## Main accountabilities

- 1) implementing and maintaining procedures/office administrative systems
- 2) organising admission procedures for new employees
- 3) ensuring that health and safety policies are up to date
- 4) using a range of software packages (Microsoft Office, Zoho Suite, Electronic invoicing management systems, etc.)
- 5) attending meetings with senior management
- 6) assisting the organisation's HR function by keeping personnel records up to date, arranging interviews, etc.

- 7) managing office budgets
- 8) liaising with staff, suppliers and clients
- 9) organising meetings and managing databases
- 10) booking transport and accommodation
- 11) ordering stationery and furniture
- 12) dealing with correspondence, complaints and queries

#### **The ideal candidate should meet the following requirements**

- A University degree in economics, business and management sciences or equivalent would be beneficial. However, in addition, the applicant should provide evidence on:
  - experience in an administration duties
  - knowledge of relevant software packages
  - good interpersonal and time management skills.
- Reliability and discretion
- Adaptability
- Communication, negotiation and relationship-building skills
- Organisational skills
- IT skills
- Problem-solving skills
- Leadership and the ability to 'make things happen.'
- Budgeting skills
- Screening of details
- Fluency in written and spoken Italian and English.

**The vacancy is subject to the following procedure**

- A short covering letter and Curriculum Vitae\* (EUROPASS format, 4 pages at the most) shall be written in English and addressed to the Service Centre Director using the **form available [on this page of the LifeWatch ERIC website](https://www.lifewatch.eu/work-with-us)** (<https://www.lifewatch.eu/work-with-us>) **by 26 April 2021.**
- The selection process will follow the Employment Policy of LifeWatch ERIC.
- The selection panel shall review all applications and agree on a short-list of candidates to be invited to an interview. Only shortlisted candidates will be re-contacted by **10 May 2021.**
- Candidates may be called for an interview by the LifeWatch ERIC Service Centre Director and may be asked to undertake appropriate tests. Interviews will be carried out by the selection panel and will take place from **12 May 2021.**
- S/he will be appointed for a 12-month period. A competitive gross salary, 33.000€ – 38.000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and will follow Italian employment law.
- **Start date** in the office for the appointed Administrative Officer will be **01 June 2021.**

*\* Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.*