

TEMPORARY OFFICE ASSISTANT VACANCY (36 HOURS/WEEK)

JANUARY – MAY 2022 (MATERNITY LEAVE COVER)

Fair Wear is an Amsterdam-based, international non-profit organisation. We support our 140 member brands with practical knowledge and guidance, and verify their efforts at their headquarters as well as in production countries. We have around 45 Amsterdam-based staff of very diverse backgrounds and work with expert teams in eleven production countries. Please find more about our work [here](#).

The Office Assistant is a member of the Support Team and has a wide variety of tasks which will be implemented in close cooperation with the Office Manager and/ or other Support Team members. The Office Assistant also schedules meetings for the Executive Director and other MT members.

TASKS:

Main tasks include:

- Providing secretarial services; office supplies, reception (answering phone, welcoming guests, managing general mail boxes, mail, agenda setting etc).
- Administrative duties like sickness registration, issuing of parking tickets, registration of vendors and other contacts, lunch administration and vacancy mailbox.
- Agenda setting and travel arrangements for the Executive Director and occasionally for the other Management Team members.
- Schedule regular meetings for MT members like contract reviews, quarterly check-ins and progress reviews.
- Office duties including photocopying, archiving and maintaining on line team folders.
- Take care of the office space and working environment. Ensuring that equipment like printers and cameras are working and people keep the environment clean.
- Assist with simple bookkeeping duties like entering new vendors in the system.
- Organizing cards and gifts for staff members for special occasions.
- Fair Wear plans to move offices. The Office Assistant will assist with the preparations and the actual moving.

SKILLS AND QUALIFICATIONS:

We are looking for someone with the following qualifications and skills:

- Energetic, enthusiastic, service-oriented, pro-active colleague who enjoys multi-tasking.
- Educated as an office manager, management assistant or secretary or other relevant education at MBO or HBO level.

- Excellent communication skills in English and preferably also in Dutch, both verbally as well as in writing.
- Good knowledge of Excel and basic bookkeeping skills are an advantage
- Being able to work independently as well as in a team.
- Enjoys working in a multi-cultural team and is culturally sensitive.

Please visit www.fairwear.org for more information about our organisation. For more information about the position, you can call the current office assistant Susanne Postma at the following number: +31 20 408 4255.

We offer a salary in accordance with the Dutch government remuneration system (BBRA) scale 8 (€ 2623- € 3546 based upon a 36-hour working week).

If you are interested, please send your CV with cover letter to vacancy@fairwear.org no later than **21 November 2021**.

Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.