

ASSISTANT ADMINISTRATOR (36 HOURS) PROVIDES SERVICES IN FINANCE, HR, IT, TRAVEL, PERSONNEL, INSURANCE AND CONTRACTS FOR OUR SUPPORT TEAM

At Fair Wear Foundation, we know there's a better way to make clothes. One where the garment industry supports workers' rights to safe, dignified and properly paid employment. We partner with brands and support workers, taking practical steps to show that it's possible to make clothes in a fairer way. With trade unions, governments and other industry influencers, we push towards a new normal to create systemic change that goes far beyond our reach. Together, we're making fashion fair for everyone.

Fair Wear is an international non-profit organisation with around 45 highly diverse staff based in The Netherlands and Germany, as well as expert teams in eleven production countries. For more about our work, see [here](#).

OVERVIEW OF ROLE AND RESPONSIBILITIES

As an Assistant Administrator, you will be working part-time on financial issues. For the remaining hours, you will learn about HR administration and support in general and will work closely with the Controller and other Support Team members.

We are looking for a self-starter with a passion for processes who is motivated by optimising operations. This is a unique role that combines administrative talent for an organisation striving toward positive change in the global garment industry and human rights.

This position is for 36 hours a week and is based at our Amsterdam HQ office.

FINANCIAL CONTROL

- Preparation of quarterly and annual financial reports and liquidity planning
- Grant administration including financial reports small grants
- Provide practical financial support to the project areas teams
- Maintain and check the use of the time writing system
- Invoicing member brands and debtor monitoring
- Be a backup for the Finance Officer with regard to the processing of invoices and delivering support needed for setting up creditors

HR ADMINISTRATION

- Maintains the vacancy and recruitment process and administration
- Upholds the administration of trainings related to safety and security
- Provides support to on- and off boarding processes
- Support internal HR processes in general

OFFICE MANAGEMENT

- Perform data entry duties related to CRM
- Assistance during special events

SKILLS AND QUALIFICATIONS

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

- Bachelor's degree in a related field (HEAO / Business Studies or equivalent)
- 1-3 years of experience in bookkeeping/controlling
- Excellent communication skills in English and preferably also in Dutch, both verbally and in writing
- Good knowledge of Excel and at least one bookkeeping system; experience with AFAS and/or Salesforce is an advantage
- Capable of handling confidential information with discretion and integrity
- Ability to independently manage project-based work from onset through to completion
- Experience with Wordpress or other CMS software considered an advantage
- Enjoys working in a multicultural team and is culturally sensitive
- Affinity with Fair Wear's vision and mission
- Ability to live and work in the Netherlands

WE OFFER

- A challenging job with a wide variety of responsibilities in an international, dynamic environment
- A one-year contract for 36 hours per week with the intention to extend
- Wage offer depending on experience in Dutch BBRA: scale 9 (€ 2824 - € 3990 based upon a 36 hour working week)
- A hybrid work setting with an office at the World Fashion Centre in Amsterdam

If you are interested in this position, please send your English application of a CV and a one-page cover letter to vacancy@fairwear.org no later than Sunday 8 May midnight.

We will be interviewing candidates on a rolling basis and will close the vacancy if the right candidate is found before the stated deadline. As such, we encourage you to submit your applications sooner rather than later.

Please visit www.fairwear.org for more information about our organisation. For more information about Fair Wear and this application process in general, you can contact us [here](#). For questions on this position's requirements specifically, please contact Lies de Bloois (debloois@fairwear.org).

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