

TEMPORARY OFFICE ASSISTANT VACANCY (32-36 HOURS/WEEK)

APRIL 2024 – JANUARY 2025 (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 40 Amsterdam-based staff of very diverse cultures and 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, including Office Management tasks as well as more PA (personal assistant) related work with the Executive Director.

TASKS:

Main tasks include:

- Agenda setting and travel arrangements for the Executive Director
- Arranging office supplies, organising the orders for the communal lunch
- Welcoming guests, keeping the office a welcoming place for staff and guests
- Ensuring general & office emails are taken care of
- Answering any calls to the general office phone line
- Organizing cards and gifts for staff members on special occasions
- General support to the Management Team if time allows.

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.
- Proficient in office calendar management/scheduling
- 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 620901432. If you are interested, please send your CV with cover letter to vacancy@fairwear.org, we will be interviewing candidates on a rolling basis and will close the vacancy once the right candidate is found.

We offer a salary in accordance with the Fair Wear's remuneration policy, € 3214- € 3781 based upon a 36-hour working week).

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