JOB DESCRIPTION

Title: Admin Assistant/ Stakeholder Relations
Senior Technical Manager,
Supervisor’s Title: Member Body Development (MBD) Team
Committee or Departments: Member Body Development (MBD) Team
Date: September 2014

I. POSITION SUMMARY

The main focus of this role is to provide exceptional administrative and event planning support to the Directors and Technical Managers who comprise the IFAC Member Body Development (MBD) Team and the Transnational Auditors Committee staff who support the Forum of Firms.

The administrative and event planning responsibilities include, but are not limited to, organizing international meetings and events, event contract negotiation and implementation, travel management, clerical and administrative support for the Compliance Advisory Panel (CAP), Forum of Firms, and the travel and administrative needs of Directors and Technical Managers. In addition, the role will include tracking of information relating to Member Body Development activities and other special projects. The position requires a highly detail-oriented individual with strong administrative skills, a proactive and professional demeanour, with the ability to multi-task across a number of projects. To be successful, the ideal candidate will be well-organized, able to work with little supervision, and maintain excellent business communication and interpersonal skills with IFAC staff and other senior volunteers.

II. RESPONSIBILITIES

• Provide administrative support to the Director, and Technical Managers.
• Make travel arrangements, track costs, prepare and code expense reports and corporate credit card statements.
• Provide event planning support to ensure successful planning and execution of international meetings and events. Meetings could be in person, by video or by telephone. This will include but not be limited to:
  ◦ Researching host country visa requirements, travel advisories, etc.
  ◦ Process visas as required by host country
  ◦ Helping to identify suitable hotel options and preparing hotel comparison charts
  ◦ Conducting contract negotiations with vendors
  ◦ Supporting Technical Managers in the finalization of contracts
  ◦ Facilitating the registration and attendance of meeting participants
  ◦ Set up and clearing of meeting facilities within IFAC offices and offsite for committee and related meetings

Events may periodically include large conferences of over 150 attendees.
• Edit, format and maintain electronic and paper files, posting and distributing materials.
• Maintain specified committee information and relay changes to the relevant Technical Manager(s) and other functional areas, as appropriate. Update iMIS database management software system to reflect changes.

• Assist in distribution of documents to member organisations and other stakeholders.

• Clerical processing and database entry relating to committee activities and special projects.

• Provide backup support for other administrative staff, as required.

III. REQUIRED SKILLS

• Detail oriented and strong organizational skills are a must.

• Ability to multi-task and work for multiple managers across many projects with little direct supervision balanced by an understanding of the need to keep supervisors informed of progress, workload and priorities.

• Excellent English written and spoken business communication skills.

• Strong computer skills:
  ◦ Word ◦ PowerPoint ◦ Outlook
  ◦ Excel ◦ Adobe Acrobat ◦ Internet research

• Active listening skills, good phone demeanour and negotiation skills.

• Strong editing and formatting skills.

• Ability to meet deadlines and prioritize work.

• Ability to make decisions, exercise sound judgement and use initiative.

• Good research skills.

IV. PERSONAL ATTRIBUTES

• Strong team player.

• Strong commitment to high quality work.

• Professional work attitude and respectful manner towards colleagues, supervisors, volunteers and vendors.

• Positive and cheerful outlook.

• Flexible and adaptable to change.

• Eagerness to learn and proactive approach to work tasks.

V. QUALIFICATIONS

• Minimum 2-3 years of experience as an administrative professional (e.g., administrative assistant, executive assistant, personal assistant) OR meeting/event planning professional.

• Bachelor’s degree OR equivalent training OR extensive experience

• Previous experience in international event/meeting planning is desired.

• Foreign language skills will be an advantage.
VI. RELATED LINKS

- IFAC Compliance Program - http://www.ifac.org/ComplianceProgram/
- Forum of Firms - http://www.ifac.org/about-ifac/forum-firms

The position will be located in the IFAC head office in New York. Compensation will be competitive, commensurate with qualifications and experience.

IFAC is an equal opportunity/affirmative action employer.

Please visit: http://www.ifac.org/about-ifac/working-ifac

Interested candidates should submit a resume (CV) and cover letter to jobs@ifac.org