

Job Description

Job title: Admin Officer	Function: Operations
Reports to: Finance Director	Location: HQ
Direct reports: n/a	Work level: 1
Hours: 20 hours per week (5 days of four hours per day)	Closing date for applications: 1 May 2019 This is a one year fixed term contract.
<p>Overall purpose of job: The Admin Officer assists with handling the daily administrative and office management tasks at the Berlin office, including the ongoing work relating to Skateistan merchandise. The Admin Officer should work in a way that frees up other staff from more regular operational tasks. The Admin Officer works on these tasks diligently and efficiently, solving problems quickly as they arise. Some assignments from the Executive and Deputy Executive Directors may need to be prioritised and tackled immediately.</p>	
<p>Key responsibilities:</p> <p><i>Responsibilities relating to the projects (20%)</i></p> <ul style="list-style-type: none"> ● Managing office post and shipping. Organizing shipment of equipment to Skate Schools ● Managing travel bookings and related logistics for Skateistan staff <ul style="list-style-type: none"> ○ Managing insurance for trips ○ Assisting with visa applications ● Providing extra support to the Executive Director with travel bookings, general administrative tasks and meeting follow-up, in particular scheduling. <p><i>Responsibilities relating to other (80%)</i></p> <ul style="list-style-type: none"> ● Assisting with HR-related tasks at HQ: <ul style="list-style-type: none"> ○ Onboarding: Registering new HQ employees with the German authorities (health insurance, etc.) ○ Accompanying German visa procedures ○ Exiting: Overseeing handover of keys, exiting paperwork, etc. ○ Maintaining HR records regarding annual leave, sick days etc ● Assisting with Finance-related tasks at HQ: <ul style="list-style-type: none"> ○ Booking invoices for Skateistan non-profit and for-profit companies ○ Scanning finance related documents ○ Regular bookkeeping tasks ● Answering phone calls and greeting visitors ● Managing timely reorders of office stationery requirements and general office supplies, and ensuring such supplies are well organized ● Assisting with general office organization such as liaising with the following as required: utility companies, the landlord, repair people etc ● Coordination of cleaning with office staff (Weekly, Monthly and Yearly) and cleaning supplies 	

- Preparing translations as needed (German to English and vice versa)
- Managing the daily requirements of Skateistan's merchandise line
 - Managing the email address for the Skateistan shop and ensuring enquiries are dealt with promptly and professionally
 - Managing inventory re-orders and relationships with suppliers
 - Managing relationships with the third party fulfillment contractor
 - Preparing sales invoices
 - Coordinating the development of new products with Design and Communications
 - Maintaining Skateistan's online shop on BigCommerce and the necessary resources for this such as product photos etc
 - Liaising with communications department to keep all shop activity compliant with the new EU data protection laws

Competencies required:*Minimum professional and academic experience*

- 1 year administrative or assistant experience
- Graduate or student of Marketing, Business Studies, Communications, or related degree program

Skills

- Native-German speaker with professional level of English
- Friendly manner
- "Can do" attitude towards every task
- Self-motivated
- Excellent time management and general organization
- Excellent communication skills
- Strong eye for detail

Desired experience and skills

- Experience working for a non-profit
- Experience working with a bookkeeping system
- Proficient in Google suite
- Passion for skateboarding and international development

How to apply: Please send your CV and Cover Letter to jobs@skateistan.org by 1st May 2019. Please use 'Admin Officer' as your email subject line. Please note that due to a high volume of applications, only shortlisted candidates will be contacted.