



## Administrative Officer

**Duration:** Indeterminate

**Remuneration:** Voluntary, Non-Remunerated

**Location:** Belgium or Overseas Possible

**Deadline for Applications:** 01/08/2023

### Position Overview:

The Administrative Officer plays a crucial role in the efficient operation of MUNers Across Borders (MAB), a non-governmental organisation (NGO) focused on promoting global understanding and cooperation through Model United Nations (MUN) conferences and related initiatives. As an Administrative Officer, you will be responsible for providing administrative support on our workspace (using google workspace) and ensuring the smooth functioning of the organisation's daily operations. This position is essential in maintaining effective communication, coordinating logistical activities, and contributing to the overall success of MAB.

### Responsibilities:

#### 1. Administrative Support:

- Manage the organisation's administrative systems, including document management, filing, and record-keeping i.e. minutes during our meetings
- Coordinate and schedule meetings, conferences, and other events, ensuring logistical arrangements are in place.
- Prepare and distribute agendas, minutes, and other necessary documents for meetings, ensuring timely and accurate communication.

#### 2. Communication and Correspondence:

- Assist in drafting, editing, and proofreading various forms of correspondence, reports, and organisational materials.
- Manage incoming and outgoing communications, including emails, letters, and phone calls, and provide appropriate responses or redirect them to the relevant individuals.
- Maintain contact databases and ensure accurate and up-to-date information.

#### 3. Financial Administration:

- Support the treasurer of the organisation, including processing invoices, reimbursements, and expenses to them
- Assist the financial affairs teams in maintaining financial records and reconciling accounts, ensuring compliance with relevant policies and procedures.

- Collaborate with the finance team to prepare financial reports and assist in budget monitoring.
4. Logistics and Operations:
- Coordinate travel arrangements for staff, volunteers, and participants, including booking flights, accommodation, and transportation.
  - Support the coordination and logistics of MUN conferences and events, including registration, venue arrangements, and participant logistics.
5. Team Support and Collaboration:
- Provide administrative assistance to staff, volunteers, and interns, promoting a positive and efficient work environment.
  - Collaborate with different teams within MAB to ensure effective coordination and smooth execution of organisational activities.
  - Contribute to the development and improvement of administrative processes, policies, and procedures.

#### Suggested Qualifications:

- Experience in an administrative role, preferably within a nonprofit or international organisation.
- Excellent organisational and time management skills, with the ability to handle multiple tasks and deadlines effectively.
- Strong attention to detail and accuracy in handling administrative tasks and documentation.
- Proficient in using office software and tools, including Microsoft Office suite and cloud-based collaboration platforms.
- Excellent verbal and written communication skills, with a professional and friendly demeanour.
- Ability to work both independently and collaboratively as part of a diverse team.

As the Administrative Officer of MUNers Across Borders, you will be an integral part of the organisation's operations, ensuring smooth administrative processes and effective communication. By leveraging your organisational skills, attention to detail, and ability to handle various tasks, you will contribute to the overall efficiency and success of MAB's initiatives.

#### Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium but across the world. Expected time is around 5-10h a week, with deviations upon request and in-discussion with the team.

#### How to Apply

Please submit your application on the form on the MUNers Across Borders - World MUN Day [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time.

For any queries please reach out to [recruitment@worldmunday.com](mailto:recruitment@worldmunday.com)