



INTERNATIONAL ASSOCIATION  
ASSOCIATION OF UNIVERSITIES  
INTERNATIONALE  
DES UNIVERSITES  
INTERNATIONAL UNIVERSITIES BUREAU BUREAU INTERNATIONAL DES UNIVERSITES

## **JOB OFFER – Secretarial Assistant (M/F)**

Contract: CDD 12 months, possibility of permanent contract  
Starting Date: 19 August 2019  
Deadline for applications: 05 July 2019  
Working conditions: shared offices  
Working hours: 35 hours per week

### **About IAU**

The IAU is an international NGO bringing together higher education institution (HEIs) from around the world. The office is located in Paris. IAU encourages debate and action on key issues related to HE. IAU also offers its members and the worldwide HE community a set of services as well as a forum for discussion. More information on [www.iau-aiu.net](http://www.iau-aiu.net).

### **Missions**

The Secretarial Assistant will assist the IAU Secretary-General on a daily basis, as well as the Manager, Finances and Administration. He/she will also work with other Members on staff, in particular in the context of IAU events and the development of the Membership. The main tasks associated with this post are included but not limited to:

### **Management Assistant**

- Organization of the Secretary-General's agenda - appointments, conference calls, meetings
- Tracking the Secretary-General's emails and files
- Organisation and preparation of the Secretary-General's travel
- Sorting and filing of related documents, business cards, etc.

### **Administrative tasks - Membership**

- Management of membership files: creation and follow-up
- Preparing calls for payment of membership fees (annual call and reminders)
- Issuing payment receipts
- Updating membership database (ACCESS): membership fees, contacts, etc.
- Membership mailings (information packs, welcome kits)
- Updating and archiving of membership documents and files
- Keeping the manual for membership up to date

### **General Administrative Tasks**

- Managing with the reservations related to IAU staff members' missions
- Collection, registering and redistribution of mail; Franking and sending of mail
- Preparation and sending of IAU publications (IAU Horizons, Global Survey, etc.) and preparation of bulk sending via courier service
- Preparation of supply orders
- Overseeing the maintenance of the printer and franking machine
- Providing logistical assistance related to the preparation of IAU programmes and activities: online registration process, meeting room and hotel booking, etc.

### **Required profile**

- Perfect command of written and spoken French
- Good knowledge of written and spoken English
- Proficient in MS Office EXCEL and ACCESS
- Multi-skilled and organized
- Rigorous and flexible
- Sense of discretion
- Excellent interpersonal and intercultural skills
- Minimum BAC+2 (BTS Management Assistant, BTS Management Assistant SME-SMI etc.) or other equivalent diploma, with a minimum of two years' work experience

### **Monthly gross salary**

Between 1 800 Euro and 2 000 Euro

### **Useful information**

A covering letter is **mandatory**; with your CV; please send to Ms. Angella NINO, Manager, Finances and Administration [a.nino@iau-aiu.net](mailto:a.nino@iau-aiu.net)  
Names and contact details of two professional references will be required