

## **ACT (Action, Collaboration, Transformation) is accepting applications for an administrative and project coordinator**

**Full-time maternity cover (6 - month contract with possible permanent position)**

### **ABOUT ACT**

ACT (Action, Collaboration, Transformation) is a joint foundation of global brands and retailers and IndustriALL Global Union to transform the garment and textile industry and achieve living wages for workers through collective bargaining at industry level linked to purchasing practices.

### **DESCRIPTION**

The ACT Secretariat is seeking an experienced administrative and project coordinator to support the operations of the ACT Secretariat and the smooth implementation of country work. The administrative and project coordinator will serve as a link between programme managers and other parties - such as ACT members, consultants and financial and HR service providers. The administrative and project coordinator will work closely across all internal teams and will report to the Executive Director.

### **RESPONSIBILITIES**

1. **Administrative support:** such as coordinating with external human resource firm; managing reimbursements, contracts and invoicing in coordination with financial service provider; managing office supplies.
2. **Document management:** responsible for electronic naming, filing and managing documentation for country project work. This could include, for example, meeting minutes, action plans, and inputs on the dispute resolution mechanism of the Freedom of Association Guidelines in Myanmar.
3. **Project coordination:** responsibilities will include drafting and sharing minutes from meetings of country programmes; preparing and sending calendar invites for video-conference calls; organising interpretation for video-conference calls and translation of key documents; coordinating contracts and invoicing of consultants; collecting information from members and designing and updating databases to track progress against objectives and member data;
4. **Member liaison:** responsibilities could include liaising with members including processing new applications, providing information to prospective and new members, providing updates to members; maintaining email lists.
5. **Limited communications support** may be requested, such as preparing presentations and reports for publication and distribution.
6. **Limited analyst support** may be requested, such as conducting desktop research.

## QUALIFICATIONS

**EDUCATION** A Bachelor's degree or other relevant qualification in business administration or related fields.

**EXPERIENCE** A minimum of three years of professional experience in the field of business administration or project coordination or management.

## RELATED SKILLS AND KNOWLEDGE

1. She/he is well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people.
2. Experience working with excel and PowerPoint required.
3. Excellent time-management skills and the ability to prioritize and complete work under pressure.
4. Strong interpersonal skills to work collaboratively within ACT, as well as with external partners.
5. Excellent written and oral communications skills in English is a requirement. German speaking and writing is a strong asset.

**LOCATION** Berlin (negotiable)

**SALARY** ACT offers a competitive compensation

**DURATION** Minimum 6-month position, may be extended to a permanent position. Part time hours could be negotiated.

**APPLICATION DEADLINE** Applications will be accepted until 9:00 CET 16 July 2020.

**CONTACT** Please send a cover letter and CV to [Jennifer.Schappert@actonlivingwages.com](mailto:Jennifer.Schappert@actonlivingwages.com)

## EQUAL OPPORTUNITY EMPLOYER

ACT is an equal opportunity employer that does not discriminate in its hiring practices to build the strongest possible workforce.