



JOB OFFER – ADMINISTRATIVE PROJECT ASSISTANT

The **International Social Tourism Organisation (ISTO)** is an international non-profit making association which mission is to promote everyone's access to leisure, holidays and tourism.

Project summary

Following a call for proposals launched by the European Commission in the framework of the Calypso project, ISTO and a group of partners have been chosen to realise a web platform aiming at facilitating trans-national tourism exchanges by matching supply with demand. In this context, ISTO is recruiting an administrative assistant to manage the administrative and financial aspects of the project according to the rules of the European Commission.

Main tasks:

- Manage project secretarial tasks:
 - Schedule, travels, meetings
 - Drafting internal and external mail
 - Management of phone communications and email processing
 - Creation of administrative applications
 - Filing and archiving documents
 - Order management
- Project accounting, including the implementation of control measures, receiving and paying invoices, monitoring the budget according to the terms of the project contract.
- Maintaining regular contact with consortium members, providing and collecting all the necessary data to guarantee the successful implementation of the project on the administrative and financial fields.
- Providing technical and administrative support to the steering committee and working groups.
- Preparing calls for meetings, managing the logistics, drafting reports.
- Preparing administrative and financial reports for the European Commission.

Specific requirements:

- Degree in accounting (short-term vocational higher education is a minimum).
- Experience in the administrative and financial management of European projects.
- Perfect command of MS Office Suite applications, internet (CMS, email campaigns), and of accounting software.
- Ability to work in an international environment and communicate in French and English (good level).
- Knowledge of the tourism sector at the European level is an asset.
- Being well organised, thorough and able to work independently.

Conditions:

- Location: ISTO headquarters in Brussels
- Full time job (37.5 hours / week)
- Fixed term contract for 13 months (with possible extension)
- Competitive salary and benefits (luncheon vouchers, public transportation)
- Starting date: 1st June 2012

***Candidates will send their curriculum vitae and cover letter
by 30th April 2012 at the latest***

***International organisation of social tourism
Rue Haute 26-28, 1000 Brussels
info@oits-isto.org***

***Only successful candidates will be contacted for an interview that will take place during the week
starting on 7th May.***