Administration Specialist (60%)

Job title: Administration Specialist
Place of work: Basel, Switzerland
Employment rate: 60%
Start date: 15 April 2022 or as soon as possible
Contract type: Open-ended

About the Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sectors to counter corruption and other financial crimes and to improve the quality of governance. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Profile

We are looking for an adaptable and multi-skilled Administration Specialist to join a small back-office team dedicated to ensuring the efficient and smooth day-to-day running of the Institute’s local and global operations. Supervised and supported by the Administration Manager, the Administration Specialist will support the execution of general clerical, office administrative and logistical tasks as well as project-specific administrative and related support responsibilities.

The candidate is a dedicated and driven admin professional who naturally enjoys multi-tasking, easily identifies priorities, works diligently and conducts work in an organised, flexible and proactive manner with a consistently customer-service mindset. S/he appreciates both basic routine tasks as well as ad hoc, new and challenging tasks. S/he is an open-minded team player who is keen to support and serve a diverse team of staff as part of an internationally operating organisation.

Responsibilities

• Point person for:
  • general internal and external inquiries;
  • travel arrangements;
  • office/household infrastructure services and maintenance, including renter relationship;
  • mailing/shipping/related correspondence;
• supplies, material and logistics;
• inventory and information platform management;
• official documentation, formatting, filing and filing systems;
• scheduling, (conference) phone call support;
• contact for internal/external clients/guests/partners;
• client administration and customer relations;
• all daily clerical and related errands.

• Assist and participate actively in the planning and execution of internal and external events, including international conferences, staff/team events, Board meetings, etc.
• Provide support in on/offboarding of staff members.
• Provide support in maintaining procedures and standards that guide the office’s daily business operations (e.g., travel, expense, household, insurance).
• Carry out the Institute’s Secretariat function that it provides to three external anti-corruption outfits.
• As needed/requested, work on specific projects together with project management teams.

Requirements

• Proven administrative experience in office management responsibilities, systems and procedures.
• Excellent time management, organisational and planning skills.
• Attention to detail and independent assurance of follow-up to assigned tasks.
• Ideally bi-lingual in English and German, with strong written and verbal communications skills; English is the main working language of the Institute; good working knowledge of another language (French, Spanish or other) is an advantage.
• Proficient in MS Office and ability to use computer skills and IT solutions to ensure office efficiency.
• Motivated to work for an internationally operating not-for-profit organisation, including with partners in developing and transition countries.
• Technical college degree or commercial training ("Fachhochschule oder kaufmännische Lehrabschluss") in business administration or similar; or a university degree in another field combined with demonstrated professional experience in business administration and administrative support services.
• Minimum of 3 years of relevant job experience; relevant experience in an internationally operating not-for-profit development/humanitarian aid organisation is an advantage but not a requisite.
• Must be authorised to work in Switzerland in order to apply for this position.
Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than 25 February 2022 by email to: application@baselgovernance.org

For further information about this position, please contact Ms Andrea Poelling, Head of Operations, Basel Institute on Governance (andrea.poelling@baselgovernance.org).

Equal opportunity employer

The Basel Institute on Governance is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.