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Vacancy announcement: Maternity leave replacement for the position of EIUC General Services Officer



The European Inter-University Centre for Human Rights and Democratisation (EIUC) is seeking a **maternity leave replacement** for the position of General Services Officer; she/he will work as member of

the staff of EIUC based in **Venice – Lido**, in the **General Services Department** and under the supervision of the General Services Manager, mainly assisting in the planning and in the organization of events with international and local participants/guests.

Functions and tasks

The General Services Officer will be mainly in contact with suppliers for local accommodation, catering, local transportations services and office supplies; this will involve:

- Checking availability and rates of the services and bookings
- Request and comparison of estimates
- As for the accommodation: distributing the guests/participants of each event among the hotels, drafting the rooming lists and keeping the hotels regularly updated until the final version
- As for the catering: drafting the detailed table of the services, informing timely the suppliers in case of changes
- Providing the suppliers with detailed direction concerning the invoicing requirements, checking the correctness of the invoices afterwards
- Other relevant duties, when necessary

Requirements:

Professional skills

- Proficient English and Italian both written and spoken; appreciated fluency in other languages
- IT skills (good knowledge of Microsoft Office™ and proficiency in the use of email and internet navigation)
- Basic knowledge on Italian accounting and invoicing
- Basic knowledge on tourist industry and/or previous experience in the branch

Personal skills

- Sense of responsibility
- Team working ability
- Problem-solving attitude
- Ability to work under stress
- Good communication skills

Added values

- Previous work experience in a similar job position

Deadline for applications: January 15, 2018

Starting date: between mid-February and mid-March

Contract: *full time maternity leave replacement* (Contratto Collettivo Nazionale di Lavoro – CCNL)

Salary: IV level (CCNL Commercio)

Please send a cover letter and CV to info@eiuc.org and logistics@eiuc.org.

