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.