Job Announcement: Executive Office Assistant

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation since 1995.

At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change driving knowledge in our society for smart management of our habitat. Co-PLAN fulfills this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

We are currently seeking an enthusiastic, hard-working individual to become part of the Co-PLAN, Institute for Habitat Development team, helping us keep administrative and organizational matters in check.

The Office Assistant must be skilled and experienced in producing high-quality documents (Word, Excel) and presentations (PowerPoint) under tight deadlines, therefore knowledge of Word, Excel, PowerPoint, and Outlook is essential. The EOA should be able to communicate in an articulate manner (written, verbal), and be accustomed to working in a fast-paced environment.

Responsibilities include, but are not limited to:

- Maintaining an efficient documentation and filing system, including hard copies and electronic formats;
- Update and maintain projects records, assemble, collate, distribute and archive projects information and provide this information upon request;
- Provide administrative support during acquisition processes;
- Provide administrative support related to human resources management.
- Provide administrative support in different agreements preparation forms and administrative forms.

Other related duties:

- Producing reports, presentations, briefs and simple copy for web-publishing;
- Producing formal letters in both English and Albanian;
- Providing direct administrative support to the Co-PLAN Executive Director and line managers;
- Organizing/coordinating organization activities and functions such as meetings; workshops, conferences, etc.;
- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors);
- Maintaining contacts and calendars;
- Taking dictation and minutes and accurately entering data;
- Ordering, stocking, and distributing office supplies and managing the logistics fleet;
- Making photocopies, sending faxes, archiving documents;
- Planning and scheduling meetings and appointments;
- Running errands and performing miscellaneous job-related duties as assigned;
- Maintaining general office tidiness;
Qualifications and Skills:

- University degree in any Social Sciences, or any relevant fields;
- At least 5 years of relevant professional experience;
- Excellent command of the English language and fluency in both written and spoken English;
- High quality of writing in Albanian;
- Sharp analytical skills and ability to process and analyze data/information in both English and Albanian;
- A fine eye for document drafting;
- Excellent communication skills;
- Good organization and facilitation skills for conferences, meetings, workshops;
- Ability to work off own initiative and to proactively follow and tune-into the dynamics of teamwork;
- Be able to drive.

Application procedure
To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of references (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **February 14, 2022**. Co PLAN, Institute for Habitat Development is an equal rights and opportunities employer. Only those who fulfill the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the 2nd stage of the selection process.

All applications are to be sent to: co-plan@co-plan.org

*All application will be treated with strict confidentiality in compliance with Law No. 9887/2008 “On the Protection of Personal Data”.*