

# European Association of Zoos and Aquaria

## Vacancy: Office Coordinator



EAZA, the European Association of Zoos and Aquaria, represents and links more than 400 zoos, aquariums, national federations and other organisations in 48 countries. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. More than 140 million visits are made to EAZA Members each year.

The EAZA Executive Office is based at Artis Zoo, Amsterdam. A staff of twenty-nine people is responsible for the day to day running of the association with activities divided across two main departments: *Communications and Membership* and *Conservation and Population Management* plus an additional number of roles, including EU Policy, office management and fundraising reporting directly to the Executive Director.

### Job Description

The position of EAZA Office Coordinator is initially offered as a 60% one-year contract, with the option to extend to a permanent contract after a positive appraisal. The successful candidate will report to the Executive Director and work closely with the Office Manager to ensure the smooth running of the office.

### Duties and Responsibilities

**Human resource administration** such as; record-keeping relating to employment of new staff, arrangement of pension and staff insurances, registration of sick leave, assisting with updating of contracts and company regulations, and making travel bookings.

**Coordination of an effective office environment**, for example; managing and registering incoming and outgoing calls, emails, mail and faxes, management of printer, phone and post services and contracts, renewal and ordering of office furniture and supplies, liaison with external parties such as the cleaning service and office landlord.

**Supporting other office activities** such as; the EAZA bird legband service, Zooquaria mailing, vacancy placements, assisting with the preparation and smooth running of meetings and courses held in the office e.g. booking accommodation for participants, organising refreshments.

Providing general support for the Executive Director in daily tasks.

### Required Qualifications and Experience

#### Education

The successful candidate will be educated to a higher professional education level, ideally in human resource management, management support, or administration.

## Experience and Skills

- Candidates must have at least two years' experience of working in a busy office environment;
- Candidates with experience of working with a non-profit and/or membership based association will be preferred;
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures;
- Candidates must show attention to detail and adaptability to changing workloads;
- Candidates must be able to deal sensitively and appropriately with confidential information;
- Experience with standard office word processing and spreadsheet packages is essential;
- Fluent written and spoken English and Dutch is essential (the common language of EAZA is English however, much of the administrative contracts and contacts are Dutch);
- Candidates that can demonstrate good prioritisation skills and a problem-solving approach to work will be preferred;

## Employment Conditions

The position of EAZA Office Coordinator is a 60% part-time post working 22.8 hours per week. This will ideally be over three days per week but can be flexible in agreement with the Executive Director.

The position is based at the EAZA Executive Office in Amsterdam, The Netherlands. From time to time it will be necessary to work at weekends and outside normal working hours. There is a holiday allowance of 25 days a year pro rata and a company pension is available.

An initial one year contract is offered, with a permanent contract to follow a positive appraisal. The salary offered for this 22.8 hours per week role is € 17,910 per year. Additionally, EAZA pays an 8% holiday allowance in May which will bring the salary to €19,343.

## Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of Myfanwy Griffith at [jobs@eaza.net](mailto:jobs@eaza.net) with the subject line "Office Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: **31 May 2019**

Interviews will take place in Amsterdam at a date to be arranged in **early May**. We thank all applicants in advance for their interest