

# European Association of Zoos and Aquaria

## Vacancy: Office Coordinator: Maternity and Sabbatical Cover



EAZA, the European Association of Zoos and Aquaria, represents and links more than 400 zoos, aquariums, national federations and other organisations in 48 countries, including Members in 25 of the 27 EU Member States. It is the world's largest regional professional zoo and aquarium body, and more than 144 million visits are made to EAZA Members each year. EAZA facilitates cooperation in our key mission areas of conservation, education and research and additionally works to advance the professional standards of our Members with regard to the care and accommodation of our animals.

The EAZA Executive Office consists of over 30 staff, most of whom are based in Amsterdam, the Netherlands. The office is responsible for the day to day running of the Association, with activities divided across two 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: Maternity and Sabbatical Cover is offered as a 60% fixed term contract for a seven month period between mid-December 2021 to mid-July 2022. 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.

**Financial administration.** Overseeing all aspects of the smooth running of the EAZA Executive Office with primary responsibility (delegated where applicable) for aspects relating to financial management. This includes but is not limited to;

- daily bookkeeping, invoicing and payments
- organisation and communication relating to the annual membership fees
- organising banking, petty cash and reimbursements and gaining additional management approval where needed
- salary administration and making payments (once authorised by the Executive Director)
- providing financial reports and support as requested
- communication with accountants and auditors
- financial oversight and support relating to externally funded projects as appropriate

**Coordination of an effective office environment**, for example; managing and registering incoming and outgoing calls, emails, mail and post services, management of printer, phone and other service contracts, renewal and ordering of office furniture and supplies, liaison with external parties such as the cleaning service and office landlord. This role also involves keeping the Customer Relations Management system (EAZA Member database) up to date.

**Supporting other office activities** such as; assisting with the preparation and smooth running of meetings and courses held in the office e.g., booking accommodation for participants, organising refreshments.

These roles will be carried out in cooperation with the Office Manager and Executive Director taking the lead on different aspects as appropriate.

## 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;
- Experience with daily bookkeeping, invoicing and oversight of payments will be an advantage;
- 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: Maternity and Sabbatical Cover is a 60% part-time post working 22.8 hours per week. There is the option to add an additional 7.6 hours per week between mid-May to mid-July. The specific working days can be flexible in agreement with the Executive Director.

The position is based at the EAZA Executive Office in Amsterdam, The Netherlands. There is also the potential to work regular days from home. 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.

The monthly salary offered for the 22.8 hours per week role is € 1,590.15. There is a monthly stipend for home/work travel and home internet usage. Additionally, EAZA pays an 8% holiday allowance which will be paid in the final salary.

## 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: **17 October 2021**

Interviews will take place in Amsterdam or online (depending on current restrictions) at a date to be arranged in **October/early November**.

We thank all applicants in advance for their interest.