
Administrative Apprentice – Executive Office

Duties and Responsibilities

Under the supervision of the Executive Office Coordinator the intern will undertake the following tasks inter alia:

- Support the Executive Office in human resources, administration and procurement tasks, as assigned by EO staff;
- Provide logistic support to workshops/seminars and other activities;
- Undertake daily and weekly review and monitor of outstanding payment requests and outstanding vouchers;
- Assist with the maintenance of a proper filing system, both virtual and physical, for letters, financial records, administrative and personnel documents;
- Support with the maintenance of the inventory (physical and virtual) of goods, supplies and cafeteria;
- Undertake cost comparison tables; and/or
- Perform other activities/tasks as assigned by the supervisor.

Competencies

Planning and Organizing:

- Identify priority activities and assignments; adjust priorities as required.
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Support and act in accordance with the final decision of the group, even when such decisions may not fully reflect their own position.

Accountability:

- Takes ownership of all responsibilities and honours commitments

- Delivers outputs for which one has responsibility withing prescribed time, cost and quality standards
- Operates in compliance with organizational regulations and rules
- Takes responsibility for delegated assignments
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

Required Skills and Experience

Education:

- Be studying or have recently graduated with a bachelor's degree and, if selected, must start the internship within one year after graduation date at the latest.
- Proficient in spreadsheets and word processing.

Languages:

- Proficiency in Spanish
- Knowledge of English desirable

No previous experience is required.

UNLIREC will only contact those persons pre-selected for the position.