

## CAN Europe Job Description

<b>Position/Title</b>	Office & IT Coordinator
<b>Goal of Position</b>	Responsible for provision of essential services, including IT, and office infrastructure necessary for CAN Europe's operations and event logistics.
<b>Main functions &amp; responsibilities</b>	<p><b>Office management</b></p> <ul style="list-style-type: none"> <li>• Ensure that the general operations of the organisation are carried out in accordance with relevant laws and regulations</li> <li>• Make necessary arrangements to ensure an effective and healthy working environment for the team</li> <li>• Provide secretariat services to the organisation and team as required, e.g. with regard to general written or phone enquiries</li> <li>• Make sure the entire team has the appropriate IT material (hard and soft) to work and liaise with the IT provider to organize any necessary IT interventions</li> <li>• Manage the communication infrastructure of the organisation and support staff members when necessary</li> <li>• Organise purchases as required by office activities, ranging from stationery to furniture to canteen supplies and electronics</li> <li>• Liaison with external service providers and contractors, including but not limited to landlords, catering services, telephone &amp; others.</li> <li>• Ensure that the office policies of CAN Europe are up to date and communicated to all staff members</li> </ul> <p><b>Event logistics</b></p> <ul style="list-style-type: none"> <li>• Support team members in making timely travel arrangements for external engagements in line with the CAN Europe travel policy</li> <li>• Liaise with team members on events organised in the name of CAN Europe (bi-annual General Assemblies and other workshops /meetings /conferences, staff retreat,...) and support them with making necessary arrangements with service providers, including location, catering, accommodation, travel</li> </ul>
	<p><b>Additional input to internal affairs</b></p> <ul style="list-style-type: none"> <li>• Liaise with Green10 office managers on issues of common interest</li> <li>• Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required</li> <li>• Support and provide back-up for other members of the admin team</li> <li>• Finances coordinator or Head of Operations are your back up in case of absence</li> </ul>
<b>Supervisory responsibilities</b>	None



<b>Line management</b>	This position is managed by the Head of Operations
<b>Time requirements</b>	Full time (or 4/5)

<b>% of Time</b>	<b>Main team responsibilities</b>
80	Administration and finances
10	Management and planning
10	Communication and representation
0	Capacity and outreach
0	Policy work and coordination
100	TOTAL