

European Forest Institute
– EFI –
is now seeking an
ADMINISTRATIVE OFFICER (acting)
for the period of 01.01.2012 – 31.12.2012

The European Forest Institute (EFI) is an international organisation with 23 European member countries, and over 120 Associate Member institutions. EFI headquarters is located in Joensuu, Finland. EFI has several Regional Offices across Europe and a FLEGT office (Forest Law Enforcement, Governance and Trade) in Kuala Lumpur, Malaysia. Furthermore, the Institute is establishing an office in Brussels. The working language of the Institute is English.

Tasks and Responsibilities

The Administrative Officer will provide support in general administrative tasks.

The main duties are:

- main user of Travel management software (Personec Travel)
- main responsibility of travel claim accounting and payments
- support and expertise to the travel administration (incl. travel insurance)
- travel arrangements
- manage office contracts and service level agreements
- maintain the office supplies storage; printed supplies and stationery for the efficient use of the staff

Qualifications

- A suitable background education (commercial or business college)
- Minimum of 3 years working experience in a similar position
- Fluency in spoken and written English, other European languages are an asset
- Excellent command of MS Office software, good computing skills and a willingness to learn specific IT-solutions (e.g. intranet, software) used at EFI
- Service attitude and flexibility; experience in working in multinational environment is an asset
- Knowledge of Personec Travel software
- Basic knowledge on bookkeeping

Duty station

The Administrative Officer will be based at EFI headquarters in Joensuu, Finland.

Employment conditions

The initial duration of employment will be one year for a fixed-term employment. EFI offers an inspiring, dynamic, international and multicultural working environment with varying duties. Benefits include a comprehensive health care package.

Interested candidates are requested to send an application letter and CV by **7 December 2011**, using our **online** application form. If it is not possible for you to apply online please send your application to: Human Resources Office, EFI, email: efi.hr@efi.int

For more information about the post please contact Ms Kirsi Loisa, Head of Administration, phone +358-10-773-4325, email: kirsi.loisa@efi.int.