

European Forest Institute
– EFI –
is now seeking an
Administrative & IT Support Assistant

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 offices across Europe and is establishing a Policy Advice Office in Barcelona, Spain. The working language of the Institute is English. EFI has 90 employees and the annual budget is about 10 million euros.

EFI is looking for an Administrative & IT Support Assistant to strengthen the administration of the new Policy Advice Office.

Tasks and Responsibilities

The Administrative & IT Support Assistant is a member of the Administration Team providing support in general administrative tasks especially in IT support and administration at the Policy Advice Office in Barcelona in close cooperation with EFIMED and the Administration team at EFI Headquarters.

The main duties of the Administrative & IT Support Assistant include the following:

- Assisting in office maintenance and administration
- Reception of Policy Advice Office & switchboard
- Assisting in practical arrangements of events and visitors programmes
- Other highly varying tasks supporting staff members (e.g. PowerPoint presentations, copying, mailings, invoices, bank statements)

- IT Support at Policy Advice Office
- Device and Program Installations
- Network maintenance

Qualifications

- a suitable background education (commercial or business college)
- fluency in spoken and written English and Spanish. Knowledge in Catalan will be an asset.
- computing skills: excellent command of Microsoft Office programmes
- high willingness to learn specific IT-solutions (e.g. intranet, software) used at EFI
- service attitude, flexibility and capability to work under pressure in a multinational working environment
- experience in secretarial and/or IT support works are an asset

Duty station

The Administrative & IT Support Assistant will be based at EFI Policy Advice Office in Barcelona, Spain and is a member of the EFI Administration Team.

Employment conditions

The Administrative & IT Support Assistant will be an EFI staff member. The initial duration of employment will be one year with a possibility of extension. EFI offers an inspiring, dynamic international and multicultural working environment, varying duties and opportunities to learn new skills.

Interested candidates are requested to send an application letter and CV by **6 June 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: emi.pesonen@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.