

Office Assistant



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Deadline: 08.05.2020 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Location: Bishkek
Type of involvement: full time

Address
Ул. Манасчы Сагынбая, 215

Information

Common information

Palladium is a global leader in the design, development and delivery of Positive Impact - the intentional creation of enduring social and economic value. We work with foundations, investors, governments, corporations, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits. For the past 50 years, with a team of more than 2,500 employees operating in 90 plus countries and a global network of more than 35,000 technical experts, Palladium is committed to continuing to improve - economies, societies and most importantly, people's lives.

Palladium provides equal employment to all participants and employees without regard to race, color, religion, gender, age, disability, sexual orientation, veteran or marital status.

Scope of Work

Funded by DFID, the Governance in Action/ S2JK programme addresses political issues that constrain inclusive growth. S2JK is supporting legislators, government and business associations to better address problems to inclusive growth in Kyrgyzstan, while simultaneously strengthening parliamentary governance mechanisms. The programme is currently focused on the tourism, agriculture and textile sectors and uses an iterative and adaptive approach to identify and address the problems in these sectors. This approach places a premium on experimentation, evidence generation and actionable learning.

The Office Assistant is responsible for day-to-day activities related to programme administration and office management in the S2JK Bishkek office. The Office Assistant reports to the Chief of Operation and works in collaboration with the Finance and Administrative Manager.

Qualification requirements

University degree (BSc/BA) in economics, finance or international relations;

Minimum 1 year of experience in administrative support, operations, logistics or another relevant field;

Experience in database and/or data entry;

Experience working in an international development project; experience with DFID preferable;

Knowledge of Palladium policies and procedures preferable;

Good working knowledge of IT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);

Flexibility and the ability to prioritize new tasks as they come in;

Good management, organizational and communication skills;

Customer and service-oriented attitude.

Excellent spoken and written Russian and English; knowledge of Kyrgyz is an asset.

Duties

Performing general office clerk duties and errands;

Manage incoming and outgoing correspondences, calls;

Provide English-Russian and Russian-English oral and written translation;

Filing miscellaneous Procurement, HR, Finance and Admin documents;

Draft monthly timesheets for staff;

Assist in administrative, HR and procurement related work;

Assist in organizing meetings and workshops by organising venues, facilities, document preparation and catering;

Assist in processing paperwork including Xerox copy, filing, work with archive, etc.

Keeping an inventory of office supplies and ordering new materials as needed;

Maintaining office equipment as needed;

Perform receptionist duties when needed;

Order and maintain stationery and office supplies;

Any other duties upon request.

Conditions

How to Apply:

Interested candidates should submit a CV and cover letter in English by e-mail to HR_S2JK@thepalladiumgroup.com

before **May 8, 2020** until 18-00 (local time).

Only shortlisted candidates will be contacted.

About company

Palladium works with governments, businesses, and investors to solve the world's most pressing challenges.

Palladium is a leading implementer of international development programs. Working in over 90 countries and across a broad range of sectors, we offer donor agencies a balance of global scale and in-house technical expertise. Aid is a critical component of our shared pursuit of the Sustainable Development Goals, and we bring our knowledge of the private sector to bear in designing solutions that use aid to spark lasting social and economic development.