

# SENIOR ADMINISTRATIVE ASSISTANT

## Terms of reference

### POSITION

The Senior Administrative Assistant is responsible and reports to the Project Coordinator who will assign tasks and duties and will cooperate with all personnel working on this project, both of FCC and of project partners.

### PRIMARY ROLE:

- Assists Project Coordinator in his primary functions;
- Contributes to implementation of project work plan;
- Assists in the coordination between the various project parts and activities;
- Organises and schedules tasks for reporting;
- Ensures office management and logistics;
- Gathers reporting data from the field and project partners;
- Elaborates or makes sure that all legal documents exist for various activities, in collaboration with FCC legal adviser;

### SPECIFIC FOCUSES:

- Participates in elaborating project reports;
- Translates and interprets discussions and documents for project's purposes;
- Organises and participates in meetings of the project coordination team;
- Writes minutes of meetings;
- Keeps updates about the progress of all project components;
- Liaises with Financial Manager and keep track of the expenses of the project;
- Substitutes project coordinator when missing;
- Carries out any other duties that may reasonably or exceptionally be required to ensure a smooth implementation of the ELP project activities;

### QUALIFICATION AND SKILLS:

- University degree in an environmental science;
- A minimum of two years of relevant working experience as project leader in the field of conservation or environmental sciences;
- Must be able to demonstrate a strong interest in and a passion for conservation;
- Good coordination and organisation skills;
- Physical and mental fitness;
- Willingness to work, travel and stay in remote locations;
- Proficiency in Microsoft Office;
- Fluency (written and spoken) in both, English and Romanian, language;
- Driver's license;