

Project/ Administrative assistant

JOB DESCRIPTION

Administrative /Project Assistant at DVV International Armenia is responsible for three key work directions, including coordination of the office's administrative operations, communications, support to project/program implementation and visibility efforts. **JOB RESPONSIBILITIES in these three directions are detailed below.**

Task related to Office Management:

- Maintain and manage Office communication and correspondence including incoming and outgoing calls, letters, files and all documentation, invoices, inquiries, etc.;
- Compose and translate all required documents, letters and reports (from/ into Armenian and English languages);
- Order office stationary and other administrative supplies and perform general office management activities;
- Communicate with local and international organizations, companies, state institutions in Armenian and English languages;
- Facilitate travel arrangements for office staff and partners including ticket and hotel reservations, visa processing and other tasks.

1. Support to programs and projects

- Support the organization to organize trainings and seminars, presentations and other events;
- If needed, support the design, planning and implementation of projects.

2. Support to organizational visibility

- Creation of content through photo taking as well as drafting and translating texts to ensure DVV Armenia's visibility on social media.
- Uploading of news, publications and other materials on the website.
- Coordinate visibility activities of partners guided by relevant manuals and guidelines.

In carrying out the above listed tasks, the administrative/project assistant works closely with the country director, with the staff responsible for financial operation and projects, and is directly accountable to the country director.

The job entails collaboration with different partner organizations, both international and local.