



## CALL FOR CANDIDATURES:

### Clerk / Receptionist, Legal & Administration Department

UfM/FT/2024/07

#### 1. Subject

The UfM Secretariat is seeking to incorporate a Clerk/Receptionist for its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
<b>Job Title:</b>	Clerk / Receptionist	<b>Reports to:</b>	Head of Corporate and Support Services
<b>Division / Department:</b>	Legal & Administration Department	<b>Staff category and conditions:</b>	Contracted Staff as per UfM Staff Regulations and Implementing Rules Post Classification: <b>CS5(.2)</b> Gross Annual Salary: <b>26.000 Euros</b>
<b>SUMMARY</b>			
<p>Under the supervision of the Head of Corporate and Support Services, the Clerk &amp; Receptionist will, among other tasks, provide administrative, logistics, and reception support across our three offices. He/she will be the first point of contact for visitors, providers, and staff, ensuring a positive and professional service.</p> <p>Additionally, the Clerk/Receptionist will assist with various administrative, contractual and financial tasks to ensure the smooth functioning of our offices.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<p>Among other tasks, the key responsibilities are:</p> <ol style="list-style-type: none"><li>1. Reception Duties:<ul style="list-style-type: none"><li>• Welcome visitors and guests in a courteous and professional manner.</li><li>• Answer and direct incoming calls promptly and efficiently.</li><li>• Manage incoming and outgoing mail, packages, and deliveries, including maintaining the official registry.</li><li>• Maintain a tidy and organized reception area.</li></ul></li><li>2. Administrative and logistics Support:<ul style="list-style-type: none"><li>• Provide general administrative support as needed, including organizing, photocopying, filing, archiving, and data entry. Additionally, facilitate the transfer of physical dossiers between buildings and collect signatures as required.</li></ul></li></ol>			



- Assist with scheduling appointments, meetings, and conference room preparation and bookings.
  - Manage simple logistics supply and service contracts awarded under public procurement, including monitoring expenses and budgets as well as processing invoices.
  - Assist in maintaining office supplies inventory and placing orders when necessary, including overseeing reception, delivery, storage, and distribution of goods (stationery materials and others).
3. Communication:
- Serve as a liaison between staff and visitors, conveying messages and requests promptly and accurately.
  - Communicate relevant information to the appropriate departments or individuals in a timely manner.
4. Office Management:
- Ensure office equipment and installations are in working order and arrange for repairs or maintenance as needed.
  - Supervise cleaning and maintenance service management, providing instructions as necessary.
  - Monitor office supplies and equipment inventory, reorder supplies as necessary, and manage storage rooms.
  - Assist the Divisions and Departments with the setup and coordination of meetings, events, and conferences.
  - Maintain confidentiality and handle sensitive information with discretion.
5. Other duties as assigned.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

### Essential minimum requirements

- High school diploma or equivalent.
- Proven experience as a receptionist, clerk, or administrative assistant, ideally in a similar organization in the public or intergovernmental sector.
- Proficiency in MS Office (Word, Excel, Outlook) and familiarity with office equipment.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively.
- Ability to work independently with minimal supervision and collaborate as part of a team.
- Good command of Spanish and English;
- Hold the nationality of a Member State of the UfM.
- Flexibility on the working hours schedule when required.



### Desirable qualifications

- Additional certification in office administration or relevant field.
- Good command of any other UfM language would be a plus.
- Knowledge of and/or experience in one or more Euro-Mediterranean countries.
- Client orientation approach.
- Ability to make sound judgments (problem solving skills).

## 2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "Name Surname-CV".**
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "Name Surname-cover letter".**

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

## 3. Submission Date:

Complete applications must be submitted by **13 April 2024 (midnight, European time, GMT+1)**.

## 4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a competency-based interview. Based on the selection process progress, an additional selection step might be added.

## 5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.



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### **Protection of personal data - Privacy notice**

*The UfMS, as the body responsible for organizing the selection process, will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure. Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.*

*Should any Candidate have any query concerning the processing of her/his personal data, she/he shall address it to the following address: [hr.recruitment@ufmsecretariat.org](mailto:hr.recruitment@ufmsecretariat.org).*