

## EXPERIENCED OFFICE MANAGER

VJW International is recruiting a full or part-time Office Manager to help run the London office.

### About us

VJW International is a specialised consultancy company in the field of Foreign Policy and Development Cooperation. VJW International provides technical assistance and consultancy services to public and private clients in the fields of foreign policy and development cooperation including the European Union, DFID etc.

### Profile sought

We are looking to improve the daily operations of our office by adding an Office Manager to our team. As Office Manager, you will **organize and coordinate office operations** in order to ensure organizational efficiency. The ideal candidate will be experienced in handling a wide range of administrative and executive support tasks. We also expect you to have a strong skills set in managing and developing processes combined with good interpersonal skills.

We are looking for a **pro-active and independent person with strong organisation and research skills**. You will be ideally interested in international affairs and development cooperation. Excellent command of the English language is an essential criterion. Additional French and Spanish will be considered an asset.

### Responsibilities

- Organize office operations and procedures;
- Manage the consultants network and its database, and help identify suitable candidates for public tendering opportunities;
- Assist in the preparation of international tender opportunities (bidding process) and negotiation of new contracts;
- Help identify new public procurement opportunities for international Development Cooperation and Foreign Policy projects;
- Manage and schedule consultants' missions, travel arrangement and Directors' meetings and appointments;
- Manage relationships with clients and consultants to ensure that all invoices are processed and paid on time;
- Manage the company's bookkeeping and preparation of VAT quarterly returns. Previous experience working with XERO is a strong advantage.
- Ensure that the company website is kept up to date and liaising with the web manager.
- Regular inputs towards the company visibility using media tools (LinkedIn, Twitter, Facebook) etc.



VJW International  
FOREIGN POLICY & DEVELOPMENT

**Experience:**

- Well documented office management experience or other administrative experience;
- Excellent knowledge of office management systems and procedures;
- Min. 4 years' experience as Office manager or Project management, ideally coupled with a good understanding of public procurement systems;
- Previous experience within a consultancy firm or services firm;
- Accountancy and bookkeeping skills – knowledge of XERO.
- Good IT skills, including knowledge of a range of office software packages including the ability to work with software tailored for international team work;
- Strong oral and communication skills in English (fluency required). French or Spanish an asset.
- Familiarity with EU procurement procedures and tender processes considered an asset

**Personal characteristics:**

- Excellent communication skills and ability to work with an international team;
- Strong problem solving skills and results-focused personality;
- Strong organizational and planning skills;
- Excellent time management skills and ability to multi-task and prioritize work.

**Conditions and location**

- Location: London;
- A mix of office and home-based work is possible;
- We will also consider part-time applicants;
- Conditions commensurate to experience and qualifications.

If interested, please send your CV and a motivation letter to [contact@vjwinternational.com](mailto:contact@vjwinternational.com)  
Deadline: 10<sup>th</sup> of May 2017 at 5 p.m. Kindly note that **only applicants meeting the essential requirements will be contacted.**