

The International Union of Forest Research Organizations (IUFRO), an international non-governmental organisation is seeking a qualified person to work at its Headquarters in Vienna, Austria as a

Junior Project Administrator

IUFRO, the largest global network for forest science cooperation with 650 member institutions in more than 125 countries provides a comprehensive framework for advancing the state of knowledge and promoting research excellence in tackling the multiple biophysical, social and economic problems facing the world today. Amongst others, IUFRO implements a comprehensive training programme for forest scientists in economically disadvantaged countries in Africa, Asia and Latin America through its Special Programme for Development of Capacities (SPDC).

Your tasks in assisting in the administration of the Special Programme for Development of Capacities include:

- Travel bookings (flights, hotels, visa procurement, transport);
- Event and workshop management (venue, catering, local logistics);
- Communication with international participants;
- Preparation and maintenance of participant records (database management);
- General administration including preparation of quotations, invoices and accounting vouchers; and
- Bank to bank transfers and record keeping.

Your profile

- Completed commerce or business education (i.e. Handelsakademie, Handelsschule or equivalent education);
- Good numeracy skills;
- PC literacy (particularly Excel spreadsheets, MS Office);
- Good command of English (other languages would be an asset);
- Reliable and accurate way of working; and
- Interest to work in a multi-cultural team.

Our offer

- Minimum gross salary for this position (30 working hours/week): EUR 2.000/month;
- Depending on qualification and work experience a higher salary in line with general market terms could be considered;
- Start of position: as soon as possible.

Did we catch your interest? If yes, please send your application by email to Dr. Michael Kleine (kleine@iufro.org). Application deadline is 31 January 2020.