Job Description: Project Assistant/translator

The Position:

In the framework of the European Commission funded project “Chemical Safety - Technical Assistance for Strengthening Legal Framework and Institutional Infrastructure for Protection from Dangerous Chemicals”, British Standard Institution, BSI, is looking for a Project Assistant/Translator with local experience, a Croatian native speaker with exemplary English skills, to be based in its Project Office in Zagreb.

The Project Assistant is required generally to assist the Team Leader, the team of long-term Key Experts and other Short-Term Experts to deliver the project’s planned outputs. He/she is specifically required to assist the team by providing wide-ranging logistical and secretarial support.

Tasks:

The post-holder will be directly responsible to the Team Leader and will deliver the following tasks:

- Deal with all logistical and secretarial issues arising during project implementation
- Undertake all routine functions of office management and project support; assist organisational management of the Project Office
- Provide professional translations and text editing in English language, as required
- Keep the office accounting
- Assist in planning, co-ordination and submission of project reports
- Advise effectively and diplomatically with project team
- Administration and maintenance of common-use office equipment
- Correspondence (phone, fax, e-mail)
- Organisation of logistical support for conferences, presentations, etc
- Maintain records of Short Term Experts' reports
- Assist in printing and editing project reports
- Take care of experts' timesheets check and signature
- Produce Minutes of the Steering Committee Meetings, and other official meetings
- Prepare PowerPoint presentations on request of the Team Leader
- Any other tasks appropriate to the smooth-running of the project office agreed with the BSI personnel.

Duration:

The position will be full time for 22 months to start in October 2010. The position will be subject to a three-month probationary period.

Contact:

If interested please send your CV in Europass format¹ with a short letter setting out why you would like the position and how you feel your experience and qualifications match the profile to Richard Collin at BSI (richard.collin@bsigroup.com) by 11th October 2010.

¹ http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp