

Administrative Assistant

Business at OECD (BIAC)

Based in Paris, *Business at OECD* is the officially recognised business voice to the OECD, conveying business perspectives and expertise to policymakers on a broad range of global economic governance and policy issues. Our members are the leading business and employers' organisations in OECD countries. We also include business organisations in selected non-OECD member countries, as well as international sectoral business organisations.

Business at OECD (BIAC) is looking for an administrative assistant to join a dynamic, international team.

Main Responsibilities

Administrative assistance and front office management

- Answer regular enquiries (phone, e-mail, in person, virtual) in English and French;
- Welcome visitors, e-visitors, and high-level representatives for in-person, virtual and hybrid meetings;
- Support general office management and organisation.

Policy group assistance

- Support the diary management and scheduling of meetings for selected Policy Directors and Managers;
- Organise face-to-face, virtual and hybrid format meetings and related events, for our policy groups, and provide logistics support for meetings and events, working closely with Policy Directors and Managers;
- Register participants for *Business at OECD* and OECD sessions, including liaison with OECD counterparts and the management of the relevant lists of participants;
- Provide logistical and administrative support to our members relevant to their engagement in our policy groups;
- Update the *Business at OECD* database with business delegates' information;
- Co-ordinate registration and reservations for face-to-face events and virtual events;
- Update the relevant policy group sections of the *Business at OECD* website as needed, in conjunction with the Policy and communications teams.

High-level meeting support

- Support preparations for our high-level international meetings and related administrative procedures, e.g. invoices and contracts.

Other duties

- Co-ordinate with the Assistant team, providing support and holiday replacement when necessary;
- IT support related to our events and policy activities;
- Other related tasks as required.

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Qualifications

Academic Background

- Secondary level of education, preferably with office management, secretarial and language studies being a plus.

Professional Background

- Relevant experience, ideally in an international environment, including office and schedule management, preparation of documents/publications and organisation of large-scale meetings and events, including related accounting support, as well as travel management.

Tools

- Excellent knowledge and experience in the use of Microsoft Office Suite and proven ability to learn new systems rapidly as needed to carry out the position in a timely manner.

Languages

- Fluency in English or French and knowledge of the other, with a commitment to reach a good working level.

Application Process

- Applicants should send a CV and cover letter in English to puoti@biac.org by 10 December, 2024.
- The desired start date is as soon as possible.

Contract Duration

- One-year fixed term appointment, with the possibility of renewal.