

## **VACANCY**

### **OFFICE COORDINATOR**

**International Accord for Health and Safety in the Textile and Garment Industry**

**Reports to: Head of Signatory Engagement**

### **ABOUT THE INTERNATIONAL ACCORD**

The International Accord for Health and Safety in the Textile and Garment Industry (International Accord) is a legally-binding agreement between garment brands and the global trade unions IndustriALL and UNI Global Union. The agreement builds on the 2013 and 2018 Accord on Fire and Building Safety in Bangladesh, and is implemented by the International Accord Foundation based in the Netherlands. More than 180 garment and textile brands have signed the International Accord so far.

The International Accord supports its signatories in implementing the health and safety program established in Bangladesh through the RMG Sustainability Council (RSC). In December 2022, the International Accord signatories agreed to also establish a workplace safety program in Pakistan: The Pakistan Accord. The International Accord will continue assess feasibility of expansion to other countries in the coming years.

For more information, visit [www.internationalaccord.org](http://www.internationalaccord.org) and [www.bangladeshaccord.org](http://www.bangladeshaccord.org).

### **ABOUT THIS ROLE**

The Office Coordinator is responsible for the regular administrative and secretarial functions of the International Accord Foundation in Amsterdam. The Office Coordinator will work closely with the Head of Signatory Engagement and other Accord Secretariat staff to support engagement and communications with signatories. The Office Coordinator is further responsible for issuing invoices to Accord signatory brands, tracking payment of signatories' fees.

### **KEY RESPONSIBILITIES**

- Coordinate day-to-day office administration including relationships with Service Providers.
- Manage office supplies and support Secretariat staff in equipment, hardware and software issues in liaison with the IT expert(s).
- Manage incoming and outgoing post and answer incoming phone calls.
- Maintain licenses, service contracts and data storage and back-up (office rent, website hosting; Google drive; FFC log-ins; e-mail accounts, etc).
- Monitor and manage generic Accord e-mail accounts (contact@; signatories@; invoices@; office.admin@).
- Prepare, issue and track invoices to signatories.
- Maintain and update relevant google sheets and tracking systems related to signatory management. Conduct basic data analysis and create graphs as and when needed.
- Develop and maintain the internal google 'Home Page', which provides access to relevant signatory data and trackers.
- Update the International Accord website as and when needed.

- Support the Head of Signatory Engagement and Communication Officer in preparing signatory mailouts.
- Support the logistics of signatory events (Steering Committee meetings, Brand Caucus meetings, Regional Brand Meetings)
- Perform any other related duties as delegated by the Executive Director or Management Team.

### **SKILLS & EXPERIENCE REQUIRED**

- 3-5 years office administration experience
- Efficient and thorough record keeping skills
- Proficient at establishing and maintaining spreadsheets (excel, google sheets)
- Experience managing large scale mailouts
- Experience organising event logistics
- Excellent attention to detail
- Fluency in written and spoken English and Dutch

### **EMPLOYMENT TERMS**

The International Accord Foundation offers a dynamic, internationally oriented work environment and competitive salary dependent on experience. This position is offered as a one-year renewable contract, subject to successful completion of a one-month probation period. The position is based in the Accord Amsterdam Office. Full time and part time work solutions will be considered. The applicant must have the right to work in the Netherlands.

### **HOW TO APPLY**

Please send your CV (max 2 pages) and a cover letter (1 page) explaining your motivation for this role and demonstrating how you fulfil the required skills and experience **by 15<sup>th</sup> January 2023** to [recruitment@internationalaccord.org](mailto:recruitment@internationalaccord.org).