

VACANCY

OFFICE ASSISTANT

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

Reports to: Executive Director

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 100 garment and textile brands have signed the International Accord so far.

The International Accord will support the health and safety program established in Bangladesh by the RMG Sustainability Council (RSC) and work on the expansion of additional country-specific health and safety programs in the textile and garment industry.

For more information, visit www.internationalaccord.org and www.bangladeshaccord.org.

ABOUT THIS ROLE

The Office Assistant is responsible for the regular administrative functions of the International Accord Foundation in Amsterdam. The Office Assistant is further responsible for issuing invoices and tracking payment of signatories' fees.

KEY RESPONSIBILITIES

- Coordinate day-to-day office administration including relationships with Service Providers.
- Manage incoming and outgoing post.
- Maintain licenses, service contracts and data storage and back-up (BlueJeans, website hosting; Google drive; FFC log-in; e-mail accounts).
- Monitor and manage generic Accord e-mail accounts (@contact; @media).
- Prepare, issue and track invoices to signatories.
- Support the Head of Signatory Engagement and Communication Officer in preparing signatory mailouts.
- Support the Head of Signatory Engagement with administration for signatory events.
- 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 for this role to recruitment@internationalaccord.org.

RECRUITMENT PROCESS

The deadline for applications is 11th October 2021 and we will read and respond to all job applications on a rolling basis.

Shortlisted applicants will be invited for initial interview (in Amsterdam or online) to take place between 18th – 29th October.