



CALL FOR CANDIDATURES: Clerk (ref: UfM/LP/2019/007)

1. Subject:

The UfMS is seeking to incorporate a Clerk at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Clerk	Reports to:	Head of Corporate and Support Services
Division / Department:	Legal & Administration Department	Staff category and conditions:	Contracted Staff (fixed term contract of 3 years, renewable yearly up to 3 additional years following among other considerations performance and budget appropriation (between 3 to 6 months 'probation period) [26.000] Euros (annual gross salary)
SUMMARY			
<p>Under the supervision of the Head of Corporate and Support Services and overall guidance of the Deputy Director of Legal and administration, the Clerk will, among other tasks, provide support in administrative and logistics tasks as well as support in contractual and financial tasks in relation with the internal functioning of the UfM premises such as providing administrative support for the acquisition, leasing, and maintenance of necessary equipment.</p>			
PRIMARY RESPONSIBILITIES			
<p>Among other tasks, the Clerk will:</p> <ul style="list-style-type: none">• Organize and execute internal and external mail distribution;• Take delivery, collect, sort and register incoming mail;• Register UfMS invoices;• Provide basic administrative assistance (organizing, archiving, filing, scanning, copying, and reproducing documents);• Provide logistical support with the preparation of meetings;• Follow up the expenses and the budget related to the logistics activities (catering, business cards, stamps, etc.);• Collaborate in the reception, delivery, and storage of goods (e.g. office supplies);• Keep stock and distribute office supplies;• Answer the phone to take messages or redirect calls to appropriate colleagues;• Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries, and handling requests or complaints in a professional manner;• Keep track of inventory and work with supply vendors to ensure a well-stocked office;• Operate and maintain office machinery, including copiers, fax machines and printers.			



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential minimum requirements

- **3 years'** experience relevant to the duties described above as office clerk or other clerical position, preferably gained in international/intergovernmental organizations;
- Excellent communication and reporting skills;
- Good command of Microsoft Office®;
- Good command of Spanish and English;
- Hold the nationality of a Member State of the UfM.

Desirable qualifications

- Good command of any other UfM language would be a plus;
- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Working with a client orientation approach;
- Ability to make sound judgments (problem solving skills);
- Very good organizational and multi-tasking abilities.

2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **12th of March 2019 (midnight, European time, GMT+1)**.