

## Position: Office Facilitator (Solidarity Centre, Thessaloniki)

### Start Date

As soon as possible

### Location

Thessaloniki, Greece

### Application Deadline

30th November 2013 (until midnight)

### Apply to:

<https://solidaritygreece.wufoo.eu/forms/application-office-facilitator/>

Solidarity Now supports civil society groups working in Greece and is setting up Solidarity Centres—a place for everyone in Greece affected by the crisis to gather and find solutions to shared problems. Established by the Open Society Foundations, Solidarity Now is a collaborative funding initiative, including small donations from people around Europe and larger contributions from philanthropies and individuals.

Solidarity Now is hiring an Office Facilitator for the upcoming Solidarity Centre in Thessaloniki. **Interviews will be held in Thessaloniki, in English and Greek, on 3rd December 2013.** The successful candidate should be available to start as soon as possible.

The **Solidarity Centre** in Thessaloniki will provide legal and medical services as well as training activities for employability to people of the broader area of Thessaloniki in collaboration with the NGOs ARSIS and PRAKSIS, focusing on those in need affected by the current economic crisis.

### Responsibilities:

The Office Facilitator will provide office support services in order to ensure efficiency and effectiveness within the Solidarity Centre. Main activities include:

- Receive, direct and relay telephone messages and fax messages and set appointments
- Direct clients to the appropriate service and staff member
- Pick up and deliver the mail
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings and training
- Maintain an inventory of office supplies
- Respond to public enquiries
- Provide IT and secretarial support
- Provide assistance on the centre's quality assurance procedures (ISO)

### Required qualifications and skills:

- University degree in the field of Humanities and/or Business Administration
- Experience in similar position for at least five years
- Well organised and efficient
- Experience in quality assurance procedures (ISO)
- Computer literate & numerate
- Good interpersonal & communications skills
- Ability to multi-task
- Fluency in Greek
- Good command of the English language
- Working language of the office is Greek

If you are interested in applying for this position, please submit your application by 30th November (until 12 midnight) – **a CV and a short covering letter** – online at <https://solidaritygreece.wufoo.eu/forms/application-office-facilitator/>

Successful applicants will be shortlisted and informed shortly after the closing date.

Shortlisted applicants will be called for interviews.

**The closing date is 30th November 2013.**

**Interviews will be held in Thessaloniki on Tuesday 3rd December (09:00—13:00).**