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| **Finance & Administrative Assistant** |

**Position Summary:** Under the supervision of the ICAP Finance Officer, the Finance & Administrative Assistant provides direct administrative support to all staff located in Brazil. The incumbent will also provide direct assistance to staff on special projects and recurring needs.

**Major Accountabilities:**

* Provides direct administrative support to all ICAP staff based in Brazil. Prepares correspondences, scans document, organizes meetings, assists with mailings and shipments, assists with internal and external communications and conference calls, and assists in the development of travel itineraries.
* Manages and processes all travel-related visa requirements for ICAP staff and sponsored travelers.
* Manages the composition, regular updating of and staff access to all centrally coordinated ICAP contact and email distribution lists.
* Assists with the planning and coordination of ICAP-sponsored special events and functions. Arranges for specialized equipment and provides general administrative support throughout the meeting or function.
* Monitors work area for proper maintenance and availability of supplies, and ensures that problems with supplies, office equipment or general facilities are routed to the appropriate parties for resolution. Orders office and coffee supplies.
* Provides direct administrative assistance and fill-in coverage for other administrative staff during peak periods, vacations and for special projects.
* Provides specific administrative support to Country Director, Human Resources Manager, and Director of Administration and Finance.
* Performs other related duties as assigned.

**Education:** Bachelor's degree or equivalent in social sciences, education, training and/or experience.

**Minimum qualifications:**

* Minimum two (2) years directly related experience in an office administrative management role.
* Demonstrated experience and proficiency with Microsoft Office suite including Word, Excel, PowerPoint, and Microsoft Outlook.
* Excellent interpersonal, written and verbal communications and ability to interact effectively with staff and management at all organizational levels.
* Demonstrated experience working independently with minimal supervision as well as in a team environment.
* Demonstrated organizational skills and attentiveness to detail.
* Demonstrated experience with effectively managing multiple and simultaneous projects with overlapping and sometimes conflicting schedules.
* Demonstrated experience working in a customer service-oriented environment where satisfying customer’s needs with established parameters is an essential function.

**Preferred qualification:**

* Prior experience working with international non-profit and/or academic organizations.

**Travel requirements:**

* Requires no international travel.

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.