

Manifesta 12

Palermo

Office Assistant

1.0 FTE

International call for staff recruitment

FM12 is a private foundation set up by the Municipality of Palermo to realize Manifesta 12, the European Biennial of Contemporary art in 2018.

This Foundation is seeking an **Office Assistant** who will work in close collaboration with the Chair (Director of Manifesta), the Project Manager, Business Manager and Coordinator to guarantee the day by day administrative job. She/He will also perform secretarial services duties.

RESPONSIBILITIES

Main Tasks

- Assist the Project Manager, the Business Manager, the Chair (Director of Manifesta), the Coordinator in secretarial services
- Keep record of incoming and outgoing correspondence
- Archive official documents according to the FM12 Managerial Rules.
- Keep records of administrative documents: invoices, receipts, payments.
- Transfer to the external tax and human resources consultants all the documents useful to the accounting system.
- Monitor the deadline of payments more over that concerning tax and social security.
- Assist the Project Manager and the Business Manager in all the procedures related to the accounting system.
- Assist the Project Manager in the relationship with local, regional and national offices.
- Support the Project Manager and the Financial Department with managing the cash box and credit card, processing invoices and reimbursements and other administrative financial related tasks.

- Support in Hospitality services
- Be able to give support on a wide variety of different projects.

Requirements

The Office Assistant role requires strong communication and administrative skills. She/he must be familiar with the national and international administrative procedures. The Assistant has to be able to adapt quickly to an international, dynamic work environment.

The minimum conditions required to apply for the position are:

- EU citizenship;
- Full civil and political rights;
- Relevant University degree (education in economy/management/law is preferred);
- Experience in office management, and working within complex administration systems
- Knowledge of the IT tools and packages.
- Good knowledge of Italian and English.

Desirable

- Familiarity with the organisation of international cultural projects
- Experience in communication and networking within the cultural sector
- Experience working with customer relationship management tools (Salesforce or others)

EMPLOYMENT CONDITIONS

The Office Assistant will work fulltime at the Manifesta 12 office in Palermo. The term of employment will be ca. July 2016 – December 2018.

Salary and specific conditions will be evaluated after the evaluation of the candidates. The contract will be stipulated according to the Italian law.

The application form shall include:

- Application form attached to this call;
- CV;

All the required documents must be sent by certified e-mail (PEC) to the following address: manifesta12@pec.it or by hand at the following address: Fondazione Manifesta 12, Palazzo Ziino, Via Dante 53, 90141, Palermo, no later than the 30th of June 2016 at 6pm.

The selection procedures are available in the website.

Palermo, 20 June 2016