



Job Description

Job Band	B
Reporting to	Head of Works WEA
Employees reporting to role	N/A
Financial Responsibilities	N/A
Purpose of Job	To provide administrative support with the preparation, coordination and completion of all technical projects within the CWGC.

Key responsibilities and accountabilities

General

- Administrative handling of public tenders according the conservation law.
- Administrative handling of applications/building permits with heritage organisations and other local governments.
- Assisting with the preparation, coordination and completion of conservation and technical projects as directed.
- Assisting with the input of data into the project programs.
- Writing minutes of technical meetings.
- Manages the diary's and makes appointments.
- Digitalising/compiling all info regarding premises.
- Writing monthly projects reports and filing all necessary info.

Team Performance

- Able to work within a multidisciplinary workforce, together with other Departments, to meet all Commission's standards.

Key contacts and relationships

- Close co-operation with Area and Head Office Technical Services.
- Liaises with local/regional authorities, heritage organisations, cemetery directors, contractors, suppliers and architects.

Knowledge & qualifications/experience required

- General A2 or Bachelor degree (BE)/Bac or Bac+2 (FR) or equivalent qualification/experience in the administration of technical projects.
- Excellent communication skills, both written and verbal.
- Excellent command of Dutch language and good working knowledge of at least one of the other WEA languages (English, French or German) or willingness to learn.

- Driving Licence B licence.

Competencies & Key Skills (functional/technical)

- Profound administrative skills.
- Good level of proficiency in Microsoft packages: excel/word is a must, MS projects is a plus.
- Problem solving and prioritising.
- Attention to detail, precise and punctual.
- Capable of building productive working relationships.
- Personal effectiveness e.g. in planning, developing, contributing to and delivering projects.
- Communicates in an open and honest way and is a good listener.
- Commitment to job related training and development.
- Knowledge of technical specifications.
- Is reliable, resilient and has a flexible approach to changing work environment/situations and people.