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COMMONWEALTH
WAR GRAVES
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We honour and care for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries and memorials at over 23,000 locations all over the world.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

**For our office in Ypres we are looking for
Student job as administrative assistant (m/f)**

What does your job look like?

You provide administrative support to colleagues in our professional services department:

- Administrative processing and follow-up of tenders (requesting price offers from suppliers, follow-up and comparison of the offers);
- Archiving and digitisation of files;
- Stock management of office materials, clothing and supplies for the vehicle fleet (e.g. windscreen wiper fluid);
- Updating spreadsheets;
- Written communication to various authorities;
- Provide support in formatting PowerPoint presentations.

Who are you?

- Good working knowledge of the Microsoft Office package (Excel/Word, PowerPoint, Outlook).
- Good knowledge of Dutch, English and preferably a basic knowledge of French.
- Strong administrative skills.
- Communicative skills

What can we offer you?

- A varied, instructive student job.
- Time (period) and duration can be mutually agreed upon.

If interested, please email your CV to wea.jobs@cwgc.org by Tuesday 13/7 at the latest.

