



Role Description: Administrative Assistant to the General Secretary

World Communion of Reformed Churches

**Name :** **Soon to be open**

**Position :** Administrative Assistant to the General Secretary      **% Working activities :** 100

**Task :** To provide secretarial and administrative assistance to the general secretary of the WCRC  
  
To participate in the interdepartmental team work in WCRC.

**Roles :** Administrator  
Secretary  
Organiser  
Bridge-builder  
Drafter/editor  
Minute taker

**Specific areas of responsibility :**

1. To prepare and type correspondence, manuscripts and documents in English and German (as well as other languages) as requested. To write routine correspondence independently. This includes responding to pertinent messages on the [gs@wrc.eu](mailto:gs@wrc.eu) account on behalf of the general secretariat.
2. To edit, translate, type and proofread letters, documents and reports as requested.
3. To do general secretarial and office work including filing, telephone, minute-taking, mail service, order and control stationery, etc., and any other duties related to the work as assigned.
4. To prepare the general secretary's travels and programmes including visas, travel arrangements, and assistance in preparing presentations and sermons.
5. To engage in the work of the WCRC staff team, working with others for the smooth running of the office, etc. This includes coordinating aspects of the teamwork of administrative staff.
6. To liaise with the offices handling human resources for the WCRC on behalf of and in consultation with the general secretary.
7. To liaise with civil authorities of Germany, Lower Saxony or the city of Hannover regarding immigration issues on behalf of the general secretary and in consultation with the general secretary and other relevant colleagues.
8. To assist in the administrative arrangements for conferences,



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	<p>consultations, committees, visas requests, and minute taking.</p> <ol style="list-style-type: none"><li>9. To take care of the general secretary's agenda and scheduling, coordinate appointments and establish a yearly list of his travel and important consultations/appointments/visits, etc.</li><li>10. To monitor, prepare and make appropriate changes in the WCRC member church, executive committee and other lists which are prepared from the general secretary's office.</li><li>11. To keep assigned areas of the WCRC database up-to-date.</li><li>12. To monitor office supplies and arrange for their replenishment whenever necessary.</li><li>13. To correspond with churches wishing to join the WCRC and facilitate their application process.</li><li>14. To check and supply information about the WCRC for entries in worldwide directories (in coordination with the office of communications).</li><li>15. To keep the office and to receive visitors</li><li>16. To cooperate as necessary with the other WCRC departments.</li><li>17. To perform such other duties as assigned by the general secretary and as the multi-faceted nature of the WCRC may require.</li></ol>
<b>Performance indicators :</b>	<ol style="list-style-type: none"><li>1. Good implementation of agreed responsibilities as outlined above.</li><li>2. Accurate and timely production of materials and correspondence.</li><li>3. Effective use of available resources (processes, technology), including own time management.</li><li>4. Significant and regular contribution to the team's work and to the work of the WCRC as a whole.</li><li>5. Collaborative and supportive relationships developed.</li></ol>
<b>Qualifications :</b>	<ol style="list-style-type: none"><li>1. Ability to work in English and German and in at least one of the other working languages of the WCRC.</li><li>2. Proven experience in administrative procedures.</li><li>3. Proven experience in inter-personal relations.</li><li>4. High level of computer literacy.</li></ol>