Job title: IPC Administrative Affairs Assistant

Description of the Work: IPC Administrative Affairs Assistant will work with IPC team and Project Coordinators in all administrative processes.

Duties and Responsibilities

- Keeping schedule of IPC’s Director in coordination with the administrative staff
- Handling all front desk activities (answering phones, welcoming guests)
- Assisting with the organization of the flights and accommodation for guests
- Administrative preparation of events (booking of the rooms, preparing folders)
- Keeping track of office supplies and coordinates the orders
- Keeping track of the printed material stocks
- Preparing of the weekly agenda to be delivered to all IPC staff
- Keeping IPC e-mailing lists and CRM lists up to date
- Sending out mails/courier when necessary
- Keeping the web site up to date
- Preparing the monthly e-newsletter and assisting on posting it online
- Ensures that administrative tasks are completed in a satisfactory and thorough manner with great precision and accuracy

Candidate’s Requirements

- Relevant work experience in administration coordination preferably at a think-tank is a plus,
- Excellent written and verbal English skills,
- Excellent administrative and computer (Office) skills, proven ability to work well under pressure, take initiative and be a creative problem solver,
- Discrete, tactful and diplomatic in team relations and communications,
- Appreciates vital role of administrative tasks,
- Ability to work both in a team and independently under minimum supervision,
- Highly organised with ability to prioritize tasks, work independently and remotely, and to actively generate and implement ideas for project and office improvement,
• Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions,
• Turkish citizen,
• Demonstrated interest in the mission and values of Istanbul Policy Center.

Salary: Commensurate with experience
Term of services: 12 months, due to renewal
Location: IPC Karakoy Office, Istanbul

Only shortlisted candidates will be contacted for interview.

Interviews will take place on a rolling basis till the position is filled.

If you are interested please e-mail a short cover letter and CV to ipcadmin@sabanciuniv.edu until May 25, 2018.