



## International Federation of Accountants

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### JOB DESCRIPTION

*TITLE:* Administrative Assistant  
*SUPERVISOR'S TITLE:* Deputy Director, Head of Communications  
*DEPARTMENT:* Communications  
*FLSA STATUS:* Full time, non-exempt, hourly  
*DATE:* April 2010

#### **I. About IFAC**

The International Federation of Accountants (IFAC) is the global organization for the accountancy profession. It works with its 159 member bodies in 124 countries to protect the public interest by encouraging high quality practices by the world's accountants. IFAC members and associates, which are primarily national professional accountancy bodies, represent 2.5 million accountants employed in public practice, industry and commerce, government, and academia. Its structure and governance provide for the representation of its diverse constituencies and interaction with external groups that rely on or influence the work of professional accountants.

#### **II. Position Summary**

The Administrative Assistant position is fundamental to the effective operations of IFAC's communications activities. The communications assistant provides support for electronic communications, including maintenance of the IFAC website and distribution of press releases and newsletters for media relations, including media tracking, for the IFAC speakers' bureau, including maintenance of the speaker chart, and for various administrative responsibilities.

The ideal candidate will be highly organized and detail-oriented. He/She will enjoy handling multiple responsibilities, typically requiring quick turnaround.

#### **II. Essential Duties and Responsibilities**

Essential duties and responsibilities include those set out below. Other duties may be assigned to meet business needs.

- Maintain mail / email databases of media, member bodies, newsletter subscribers and others.
- Format, distribute (either by mail or electronically) and maintain file of press releases and newsletters.
- Post updates to the IFAC website.

- Respond to questions from users of the IFAC KnowledgeNet regarding inquiries, materials requests, accessing documents, password requirements, and other issues.
- Assist in tracking of media coverage. Copy / scan and collate media articles on IFAC activities for reporting of media coverage.
- Maintain the speaker chart and file of speeches and presentations.
- Assist in developing PowerPoint presentations, including graphs and charts.
- Organize and maintain communications department materials on the S drive and update in a timely manner.
- Provide administrative support for the Communications Team, including travel arrangements, filing, faxing, copying, etc.

### **III. Qualifications**

The ideal candidate will have:

- Minimum two years related experience preferred.
- Ability to manage multiple projects simultaneously and respond to changing deadlines and priorities.
- Excellent organizational skills and attention to detail.
- Ability to exercise sound judgment and take initiative.
- Ability to work for and with a diverse range of managers and team members.
- Strong computer skills:
  - Word                      - Excel
  - PowerPoint            - Access
  - Outlook                 - Internet Explorer

### **IV. Personal Attributes**

The ideal candidate will possess the following attributes:

- Capable of working with others at all levels of the organization and across cultures.
- Strong project management skills; able to manage and execute a variety of projects simultaneously.
- Ability to work independently or as part of a team.
- Detail oriented, organized and focused on quality.
- Flexible and creative; able to handle changing priorities.
- Proactive, service-oriented attitude.

IFAC is an equal opportunity/affirmative action employer.

Please send resume and salary requirements to [jobs@ifac.org](mailto:jobs@ifac.org)

Position is conveniently located in midtown Manhattan.