

## **We are seeking an Office Administrator and Partner Coordinator to join our team**

Place/form of work: Liepāja, Peldu Street 5

Form of work: In person/remote

Job start time: June, 2023

Employment relationship: For a fixed period of time

Workload: Part time job (0.5). Workload increase expected

Salary and workload: € 900 gross (before tax)

### **Main responsibilities**

Coordinate the daily activities of the Liepāja 2027 Foundation office, handle organisational matters, maintain records in accordance with the requirements of the regulations, communicate with Liepāja 2027 partners in Latvia and abroad, ensure the circulation of information.

### **Education required**

Higher or professional education, combined with the required professional knowledge.

### **Knowledge and skills required**

- awareness of the Liepāja as European Capital of Culture 2027 project, its goals and objectives;
- exceptional organisational and communication skills, ability to work in a dynamic environment;
- excellent administrative record-keeping skills in running the office, administering daily processes, supporting the team;
- understanding of the stages of the implementation of culture projects and culture sector principles in the public sector will be considered an advantage;
- ability to independently manage work processes, make decisions, plan and organise duties, plan long-term and short-term tasks and the capacity to implement them;
- exceptional command of the Latvian language;
- very good command of the English language.

### **Background experience**

Previous experience as a clerk or office administrator.

### **Application deadline and procedure for applying**

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to [liepaja2027@liepaja.lv](mailto:liepaja2027@liepaja.lv).

**Documents to be submitted:**

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;
- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.