



Address: Apáczai Csere János u. 17, Budapest 1052, Hungary

E-mail: [info@ecnl.org](mailto:info@ecnl.org)

Web: [www.ecnl.org](http://www.ecnl.org)

Phone: +36 1 318 6923

Twitter: @enablingNGOLaw

## Job description

**Organisation:** European Center for Not-for-Profit Law (ECNL)

**Position title:** Office Manager

**Terms of contract:** Full time, duration of 12 months

**Location:** Budapest, Hungary

**Applications will be considered on a rolling basis.**

### ***Background:***

ECNL is the leading regional organisation promoting the strengthening of a supportive legal environment for civil society. ECNL's aim is to create societies which can be shaped by the people working together. We support the policy and legal conditions of environments where people can establish groups, movements, and formal civil society organisations; assemble, demonstrate and protest; and fully participate in policy making.

ECNL is looking to hire an Office Manager, who will be tasked with supporting the smooth running of the office and the organisation.

### ***Main duties and responsibilities:***

#### **Office/Administrative:**

- Ensure the smooth running of the office;
- Provide administrative support to the management in operational processes.

#### **Program assistance:**

- Organise conferences, trainings and study tours, arrange travel for program staff;
- Assist staff in contractual procedures and handling procurement processes;
- Provide project assistance to staff;
- Assist with web maintenance and development of online profile;
- Monitor institutional and program funding opportunities;
- Assist in project proposal preparation.

### ***Skills and qualifications:***

- University degree;
- Hungarian and English language proficiency;
- More than 3 years of professional experience;
- Good organizational and communication skills;
- Strong computer skills (MS Office, internet applications);
- Ability to handle multiple tasks, prioritize, and work both in a team and independently;
- Experience in office administration.

### ***Advantages:***

- Experience in the non-profit sector and international work environment;
- Familiarity with WordPress.

### ***Compensation:***

Salary based on experience and qualifications.

### ***How to Apply:***

Please submit, in English, a curriculum vitae and a cover letter to [info@ecnl.org](mailto:info@ecnl.org).

ECNL will only be able to respond to those applications in which there is further interest. No phone calls, please.