



**Project administrative assistant job description**  
**Temporary position due to maternity leave**  
**Beyond Plastic Med**

**ORGANISATION**

Beyond Plastic Med Association (BeMed)

Faced with the extent of plastic pollution in the Mediterranean, the Prince Albert II of Monaco Foundation has joined forces with the Tara Ocean, Mava, Surfrider Europe foundations and the IUCN to create the Beyond Plastic Med association.

Since 2015, BeMed has aimed to reduce plastic pollution by supporting and connecting committed mediterranean stakeholders, accompanying the implementation of concrete and sustainable solutions and promoting the sharing of knowledge and good practices. Since its inception, BeMed has supported 82 initiatives in 15 countries around the Mediterranean. In 2020, BeMed created a Business Club to support Mediterranean companies in reducing their plastic footprint.

**JOB TITLE**

Project administrative assistant Beyond Plastic Med

**DESCRIPTION OF THE MISSION**

In the framework of a maternity leave replacement, BeMed is looking for a project administrative assistant.

Under the supervision of the coordination assistant and the project manager, he/she will be in charge of writing reports analyses and will participate in the preparation of the necessary elements for the agreement of new projects.

He/she will be required to support the team in all its tasks, including events logistics (2 events planned during the recruitment period) and communication.

**SPECIFIC ACTIVITIES OF THE POST**

**Support in BeMed's projects monitoring**

- Checks the consistency of information and deadlines in the agreements,
- Reads interim and final project reports in English and French,
- Writes the corresponding report analyses.

**Technical support for the agreement phase**

- Requests the necessary documents for drafting agreements,
- Ensures that the information provided is consistent.

**Supporting the activities of the association**

- Assists the team with the logistical aspects and the animation of events,
- Supports the association's communication, through publication of content and selection/creation of visuals,
- Assists the team in all its missions.

## RESEARCHED PROFILE

### Education and knowledge

- At least 3 years of higher education in a relevant field related to management/administration, environmental project management or environmental protection.
- Sensitivity to environmental issues.

### Operational skills

- Excellent writing and speaking skills.
- Perfect command of office automation tools.
- Perfect command of French and English, knowledge of a third language of the Mediterranean basin would be a plus.
- Experience in communication is a plus.
- Knowledge and mastery of the Adobe suite (or equivalent) would be a plus.

### Professional skills

- Team spirit.
- Rigour and autonomy.
- Relational and communication skills (written and oral).
- Ability to analyse and summarise.
- Sense of organisation, precision and rigour.
- Autonomy, sense of initiative and adaptability.

## CONDITIONS AND REMUNERATION

6 months contract (39h/week from Monday to Friday)

Position based in Monaco

1800 € net per month

Start date: 1<sup>st</sup> of February 2023

## CONTACT

Application deadline: **8th of December 2022**

Send CV and cover letter to: [candidature@beyondplasticmed.org](mailto:candidature@beyondplasticmed.org)