



Position Description

Position Title:	Office Manager / Financial administrator
Location:	The Hague, The Netherlands
Reports to:	Managing Director
Grade:	8
Status:	Part or Full Time until July 2011

General Summary:

The Office Manager is responsible for the smooth running of an international office of 35-40 people. The job requires a cool head and excellent organisation skills. You will have a job with some tight deadlines and a lot of variety. The role is new within Europeana and requires someone with previous experience of office management to be able to set up and run a multi-cultural multi-project office.

Hours can be adjusted to suit personal circumstances but daily attendance is preferred.

Europeana.eu is a portal that brings together Europe's distributed cultural heritage. Europeana.eu inspires ideas and understanding by sharing Europe's cultural and scientific heritage with the world online. Europeana.eu is a Thematic Network funded by the European Commission under the [eContentplus programme](#), as part of the [i2010 policy](#). The European Commission's goal for Europeana is to make European information resources easier to use in an online environment. It will build on Europe's rich heritage, combining multicultural and multilingual environments with technological advances and new business models.

The EDL Foundation, founded in 2007, is a dynamic organization responsible for Europeana v1.0 and related projects. The EDL Foundation has an enthusiastic and international team, based at the Koninklijke Bibliotheek (Royal Library) of the Netherlands in The Hague. Information about the EDL Foundation can be found on: <http://europeana.eu/portal/aboutus.html>

Key Responsibilities:

- Office Administration**
 - Creation and management of contracts and grant agreements
 - Document Management
 - Ordering and monitoring of hardware, software, other equipment, and office supplies,
 - Management of mailing lists

- Meeting Management**

- Set up of work group meetings, organisation of catering etc
- Set up of virtual meetings, skype & teleconference
- Personnel Administration
 - Office introduction and logistics administration of new staff
 - Setting up of appointments for Directors
 - Meeting & greeting visitors
 - Travel arrangements and claims for Directors
- Financial Administration
 - Control and booking incoming invoices
 - Control and chasing concerning time writing
 - Control and making up travel claims for the whole organization
 - Booking bank statements
 - Booking salary costs on monthly basis
 - Preparation of payments
 - Preparation of financial management information
 - Other work related to the financial administration

Requirements:

(these are 'musts' for the role)

- Highly organised
- Experience in office management
- Word processing and spreadsheet skills
- Book keeping experience (Exact Globe)
- Excellent writing and communication skills
- Excellent command of the English and Dutch languages
- Affinity with the cultural sector and online projects
- Self starter

Our Offer:

An 18 month contract based at the Koninklijke Bibliotheek in The Hague, the Netherlands. According to the [CAO – onderzoekinstellingen](#) the salary scale indicated for this job is 8 or 9, depending on experience. This translates to maximum of €3.031 gross per month for scale 8 and €3.427 for scale 9 on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay (8%) and an annual bonus of 8.33%.

Contact information:

For more information please contact Jill Cousins, Jill.Cousins@kb.nl, +31 (0)70 3140952.

If you would like to apply for this position, please send your resume and cover letter to jobs.edlf@kb.nl, with the reference no. OM_0110.01 as subject or send it by mail to:

Europeana
c/o the Koninklijke Bibliotheek
National Library of the Netherlands
PO Box 90407

Closing date for applications is: Tuesday February 2, 2010.