

Job Description

Job title:	Administrative Associate
Department:	Executive Team
Responsible to:	Governance and Executive Manager (Supervised by the Director of Development based in Berlin)
Location:	Berlin (Germany) - office-based
Salary:	EUR 32,000 gross per annum (Pro rata for part-time)
Working pattern:	Part time, 16 hours per week
Duration of contract:	Permanent

Job purpose:

The Administrative Associate ensures the smooth functioning of the Berlin Office by delivering high-quality administrative and operational support across the organisation in coordination with the Executive Team based in London. The post holder acts as the first point of contact for visitors, the general public and staff. They work across teams to support day-to-day operations, using tools such as Airtable and Google Workspace to enhance organisational effectiveness and collaboration.

Office & Administrative Management

- Deliver the overall administrative operations of UWC International's Berlin Office (BIO), ensuring a professional, secure, and welcoming environment.
- Serve as the first point of contact for internal and external inquiries; manage phone calls, emails, mail, and in-person visitors.
- Coordinate office logistics including travel arrangements, meeting scheduling, and event support (e.g. team days, training sessions).
- Maintain and update physical and digital filing systems for administrative, financial, and some HR-related documentation.
- Ensure continuous improvement of administrative systems, tools, and office processes.
- Procure and manage office supplies, ensuring cost-effectiveness and timely replenishment.
- Deliver day-to-day administrative and operational support for UWC International's London Office.
- Ensuring the office is kept tidy and presentable with all necessary equipment and supplies in place.
- Allocation of keys and maintenance of the key security system.
- Coordinates with UWC International's London office administration team to support when required.

Finance Support

- Manage accounts with local suppliers and service providers; ensure timely processing of invoices and payments in coordination with the London-based finance team and German-based outsourced bookkeeper.
- Support day-to-day finance tasks, including scanning receipts, reconciling expenses, and submitting documentation for approval.
- Assist in preparing and monitoring the Berlin office budget and financial reports when required.

IT & Online Tools Management

- Provide first-line IT and systems support to staff and coordinate with external IT support when needed.
- Report requirements to ensure effective digital communication and collaboration infrastructure for BIO.

Stakeholder & Community Support

- Provide a helpful, friendly, and culturally sensitive service to a global UWC community.
- Establish and maintain excellent working relationships with staff, volunteers, and movement-wide stakeholders.
- Support internal communications related to the Berlin office, including event announcements and operational updates.

Compliance & Health and Safety

- Act as the designated First Aider, Health and Safety Officer, and Fire Warden for the Berlin Office (training provided as required).
- Apply approved suggestions given to ensure compliance with local regulations and internal safety protocols.

HR Administration

- As guided by the HR department in London, provide administrative support in all aspects of the employee lifecycle in the Berlin office: recruitment, onboarding, (for example, copying original documents) professional development, and offboarding.
- Support a positive workplace culture and wellbeing by offering assistance to staff and volunteers with HR-related queries and planned activities such as Staff Away Days, End of Year celebrations and other.
- In partnership with the HR department and the Digital Systems Manager, assist with the onboarding and offboarding processes such as:
 - Assigning and managing staff hardware and office equipment
 - Delivering walkthroughs of tools and ways of working

The above is not an exhaustive list. The job holder will perform other duties as assigned by their line manager.

This job description may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification

	Essential criteria	How it will be assessed*
Experience	<ul style="list-style-type: none"> • Experience in reception duties and administrative or operational support roles (desirable) • Experience working with different office systems and equipment (desirable) 	A, I, UT
Skills & knowledge	<ul style="list-style-type: none"> • Understanding of administrative workflows and resource management. • Ability to coordinate calendars and office activities independently. • Skill in implementing and maintaining efficient filing and record-keeping systems. • Good problem-solving skills for handling administrative and operational challenges. • Ability to resolve first-line IT issues (desirable) • Proficient in Google Workspace and Slack with demonstrated ability to learn and use new digital tools. • A collaborative and proactive approach. • Friendly and inclusive communication skills, especially in multicultural contexts. • Excellent English and German skills (written and spoken) required for team communication • Commitment to safeguarding, safety, and upholding UWC International values. 	A, I, UT
Qualifications	<ul style="list-style-type: none"> • Secondary education (Realschulabschluss or Abitur) combined with practical experience. • Office Management Assistant (Kaufmann/-frau für Büromanagement) or a similar commercial education (desirable). 	A
Core competencies	<ul style="list-style-type: none"> • Works within established guidelines to investigate and resolve problems. Confident in escalating unknown issues for management advice. • Can prioritise own workload proactively in response to changes. • Recognises problems and evaluates available solutions within standard guidelines. • Escalates more complex issues with clear explanations of the problem and potential options. • Demonstrates initiative in resolving minor issues independently. • Can identify routine issues and follow established procedures to resolve them. 	A, I

*A = Application - I = Interview - UT = Unseen task - P = Presentation - AC = Assessment Centre

Safeguarding children and adults

UWC International adopts strict safeguarding principles for children, young adults and adults and has a zero-tolerance policy for conduct of sexual harassment, exploitation and abuse in the workplace and other places where the organisation's activities are rendered. In the process of



recruitment, selection and appointment, UWC International conducts a range of procedures and actions, including Criminal Background Checks / Certificate of good conduct to ensure children, young adults and adults are safeguarded, and abuse is prevented.

We expect all applicants and staff to share this commitment and to undergo appropriate checks, including a Basic Disclosure and Barring Service (DBS) or international equivalent check.

Staff will take an active role in ensuring that we are meeting our safeguarding obligations through attending regular training and following the principles learned at all times.