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**Administrative Assistant (M/F)**

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Reporting to: Administrative & Legal Section

The International Council of Museums (ICOM), located in Paris, composed of 28 employees, is an international organization of museum professionals. ICOM is:

- A network of 44,686 museum professionals in 138 countries and territories
- A forum of experts composed of 119 national and 32 international (scientific) committees
- A non-governmental organization (NGO) dedicated to research, professional training and the protection of cultural heritage

Official website : <http://icom.museum>

**Mission**

Under the authority of the General Manager and in cooperation with the Executive Coordinator (M/F), your missions will be the following:

**Assist in the management of meetings**

In coordination with the Executive Coordinator (M/F),

- Assist in the preparation of Board of Directors meetings (ca. 6 meetings / year), General Assemblies (1 assembly / year) and Advisory Board meetings (2-4 meetings / year)
- Assists in the preparation and coordination of working documents, scripts, presentations and minutes of these meetings (3 languages)
- Assists in the preparation and coordination of logistics for face-to-face, hybrid and online meetings
- Prepare appointments, meetings, presentations, at the request of the President or the General Manager

**Support to the Management and the President**

- Ensures communication between the President, the General Manager, the Board of Directors, the Advisory Board, the Secretariat and external parties
- Maintains the agendas and archives of the President and the CEO, manages and drafts their correspondence
- Prepares their missions (travel, hotel and restaurant reservations) and, if necessary, those of other ICOM members, and monitors the corresponding budgets
- Deals with any file or task entrusted by the President or the Director General

**Secretariat**

- Manages and, if necessary, writes the mail of the Management and the President
- Manages the generic e-mail box of the secretariat
- Manages incoming telephone calls
- Receives and handles deliveries
- Welcomes visitors to the secretariat
- Actively participates in cross-functional projects of other departments and, if necessary, in the secretariat's working groups (Non-exhaustive list)

**Profile**

- Training in event management, cultural heritage or cultural engineering BAC +3

**Experience:**

- 1 year of professional experience

**Qualities:**

- Listening and adaptability,  
- Strength of proposal and rigor  
- Teamwork and good interpersonal skills  
- Versatile, dynamic, reactive, able to work on transversal files with flexibility and sense of priorities.

**Skills:**

- Fluent in English and French, Spanish is a plus.  
- Excellent oral and written communication skills.  
- Knowledge of the cultural sector and museums is a plus  
- International environment

**Benefits:**

- Possibility of telecommuting (2 days per week max.).  
- Number of vacations: 30 days per year  
- Health insurance: 100% covered by the employer.  
- Full time contract (37.5 hours per week), Employee status

*If you are interested in this position, please send your application to [icom.jobs@icom.museum](mailto:icom.jobs@icom.museum) before June 30, 2022.*