

Protecting Nature, We All Rely on For Food, Fresh Water and Livelihoods!

Our Values: Teamwork-Respect-Optimism-Passion-Integrity-Courage

We're not just on a job, We're on a Mission!

Job Title	Office Assistant (OA)
Terms	Flexible: at least 3 times a week and whenever requested Preferred start date December 1, 2022
Working conditions	Office Possess own laptop
Benefits	Competitive salary & Learning environment
About us:	<p>Conservation International is an environmental organization that has worked in Suriname for the last 30 years, and 35 years internationally, combining fieldwork with innovations in science, policy, and finance, we've helped protect more than 6 million square kilometers (2.3 million square miles) of land and sea across more than 70 countries. Conservation International Suriname was established as a foundation under Surinamese law on 29 December 1992 and officially registered on 18 January 1993. In the last 30 years Conservation International-Suriname has worked to spur on green development in the country and in the region.</p> <p>VISION: <i>Suriname is the greenest country in the world forever with a prosperous and happy population.</i></p> <p>MISSION: <i>To preserve Suriname's rich biodiversity and ecosystems for the wellbeing of our current and future generations.</i></p>
About the role:	<p>The Office Assistant will handle organizational and clerical support tasks.</p> <p>DELIVERABLE: Monthly report due by the 5th of every month</p>
Responsibilities	<p>Responsibilities</p> <ul style="list-style-type: none"> • Organize office and assist associates in ways that optimize procedures • Overseeing clerical tasks, such as minute taking, managing filing system, updating paperwork, maintaining documents, and word processing. • Helping organize and maintain office common areas. • Performing general office clerk duties, errands, and other logistical support • Organizing travel by booking accommodation and reservation needs as required. • Coordinating events as necessary. • Maintaining supply inventory. • Maintaining office equipment as needed. • Aiding with client reception as needed. • Creating, maintaining, and entering information into databases. <p><i>This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment.</i></p>
Candidate requirements	<ul style="list-style-type: none"> • High school diploma or associate degree. • Experience as an office assistant or in a related field. • Ability to write clearly and help with word processing when necessary. • Warm personality with strong communication skills. • Ability to work well under limited supervision. • Great communication skills. • Have a valid driver's license.

To apply for this position, please submit a resume and cover letter at the latest by **November 10, 2022**, to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org – **Subject "Applying for OA"**