

Secretariat

Recruitment & Admin Officer

Duration: 1 Year (Renewable)

Remuneration: Voluntary, Non-Remunerated

Location: UK, Belgium, or Overseas Possible

Deadline for Applications: 01/07/2024

Position Overview:

The Recruitment & Admin Officer is responsible for managing the recruitment process, HR administration, and general administrative tasks to support the Secretariat's operations.

Responsibilities:

- Coordinate recruitment activities, including job postings, screening candidates, and scheduling interviews.
- Manage employee onboarding and offboarding processes.
- Maintain HR records and ensure compliance with employment laws and regulations.
- Handle general administrative tasks such as office management, procurement, and event coordination.

Suggested Qualifications:

- Bachelor's degree in human resources, business administration, or a related field.
- Previous experience in recruitment and HR administration.
- Knowledge of HR laws and regulations in the UK / Belgium
- Excellent organisational and multitasking skills.
- Strong attention to detail and accuracy.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium and the UK but across the world. Expected amount of time the position takes is from 5-10h a week, with deviations upon request and in-discussion with the team. You will be expected to attend team meetings twice a month, and the position will intensify closer to the start of our main Summit in Q1 2025.

How to Apply

Please submit your application on the form on the MUNers Across Borders [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time.

For any queries please reach out to philippe@worldmunday.com