

PROJECT LEADER ADMINISTRATION

LOCATIONS

Training & Development Center (urban area) or *Green Village* (rural area) in Bangladesh, India, Indonesia, Lebanon, Nepal, The Philippines

MAIN SKILLS DEVELOPED

Organization
Rigor
Communication
Finance Management
Project management
Autonomy



JOB DESCRIPTION

Once trained in the LP4Y Pedagogy and tools, you will be responsible for **supporting the Talent Team by managing administrative tasks** and developing the following skills:

- Check and **organize the Talent Team's email and respond to inquiries** effectively.
- Follow up the Service Civique website, **post job offers**.
- Update and follow up with the Service Civique and FONJEP platforms.
- Update the Centralized Volunteers Database to ensure accurate and up-to-date information is maintained.
- Register and disaffiliate from insurances.
- Create and follow up contracts, send mission attestations.
- Work closely with the finance team to follow up financial help and monthly allowance.