

Job title: Bilingual administrative assistant (Contractor).

Location: Remote.

Monthly remuneration: 248 USD (4 working days per week).

Stake experts is a dynamic research and consulting firm focused on conflict research and early warning in West Africa. We are looking for a bilingual administrative assistant for a fixed-term contract (6 months) renewable. This is an exceptional opportunity for junior or early-career candidates with a solid foundation in administration as well as a keen interest in socio-political and security dynamics in West Africa.

This position offers a unique opportunity to develop practical experience in financial and administrative management in a remote working environment, while contributing to research projects in West Africa. If you are self-motivated, have the right qualifications and want to make a difference, we encourage you to apply.

Responsibilities:

- Assist the project teams with daily administrative tasks, including meetings planning and management, note-taking, and organizing working files and folders in the workspaces.
- Support with basic financial reporting tasks, including printing financial statements, storing and tracking inbound and outbound invoices, storing and tracking the project teams financial reports and documents.
- Handle basic logistics task such as travel bookings and prospecting for procurement suppliers.
- Ensure upcoming, ongoing and completed projects weekly reporting in close coordination with project lead.

Qualifications:

- Baccalaureate or Bachelor of arts in business administration, management, accounting or any relevant field.
- Proficiency with business technology tools, including Google Suite, Zoho Workspace, and Microsoft Office pack (especially Excel).
- Excellent organizational and time management skills, and attention to details.
- Ability to work independently and remotely.
- Written and verbal fluency in English and French.
- Basic knowledge on finance and accounting and day-to-day bookkeeping would be an asset.

How to apply:

Please submit your applications through this URL [<https://forms.gle/gjEmLPAVns1cyeiw9>]. Make sure to prepare your resume in English only and cover letter in French only, outlining your relevant skills and interest in the position. Applications will be accepted until **12 February 2024**. **Only shortlisted candidates will be contacted**. Stake experts is an equal-opportunity employer.