

The Opportunity

As part of our European Refugee Crisis initiative, we are looking for a Logistics Administrator to join the Search and Rescue Maritime team for a 6-week period, based in Sicily, Italy and operating across the Mediterranean Sea.

In this role you will support the Search & Rescue team on shore. You will have oversight and responsibility for staff travel and movement within Italy. You will also be the first point of contact for staff queries, and will liaise closely with the team based in London. Other responsibilities will include:

- Orientate new staff members on their arrival to Sicily, ensuring they know where the office and accommodation are located in Sicily.
- Guesthouses management: be main contact with the landlords in case of need. Help to identify new guesthouses if needed.
- Make arrangements for deployment onto the vessel (which could be at any port in Sicily) and to assist with disembarkation arrangements for those coming off the vessel.
- Make arrangements for pre-deployment training when necessary
- Maintain a personnel movement tracker, liaising closely with the HR/Operations Assistant.
- Monitor stock and supplies of office materials for printers, copiers and ensure they are in optimal functional conditions
- Manage the appropriate filing of hard and soft procurement and logistics documents under the support and supervision of the logistics manager.
- Carry out some local purchasing under the support and supervision of the logistics manager.

In order to be successful you will have:

- Fluency in Italian and English
- Excellent communication and interpersonal skills
- Experience of providing administrative support
- Good computer skills
- Good organisational skills
- Ability to work diligently under pressure
- The ability to work and travel within the EU
- A commitment to Save the Children's vision, mission, values and approach.

We are able to offer a salary for this position in line with the sector benchmark

The organisation

We employ approximately 17,000 people across the globe and work on the ground in over 120 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise children's rights and ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

No child dies from preventable causes before their 5th birthday

All children learn from a quality basic education and that,

Violence against children is no longer tolerated

Application information

Please apply using a cover letter and up-to-date CV as a single document. Please also include details of your current remuneration and salary expectations. A copy of the full role profile can be found at www.savethechildren.net/jobs

We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.