



Bilingual Executive / Administrative Assistant

Founded in 1948, the International Union of Architects (UIA) is a federation of national professional organisations working to unify architects, influence public policy and advance architecture in the service of society's needs. The UIA represents architects on a global scale, contributes to the elaboration of common international standards for architecture and provides a unique forum for exchange, meetings and networking on architecture and for architects.

The Union is governed by a Council elected for a three-year term. The UIA is known for its Congresses and Forums organised in various countries.

The UIA's work is primarily conducted through its Commissions and Work Programmes, which bring together architects and external experts from around the world in the following three thematic domains:

- Education
- Professional practice
- Sustainability

To gain a better understanding of the UIA, including its mission and activities, please refer to this [presentation](#) and the [UIA Statutes](#).

The UIA's General Secretariat is based in Paris and serves as the heart of the organisation. The Secretariat is tasked with organising the Union's meetings and events as well as implementing the its policies. It comprises a team of employees and external service providers. The Secretariat, currently undergoing reorganisation, consists of a small team of four people, supported by two architects acting as coordinators and additional external support.

As part of its new organisational structure, the UIA offers challenging positions and opportunities for professional development. At present, the UIA is inviting applications for the key position of Executive Director.

Motivated and competent candidates are encouraged to apply and participate in this dynamic process. A selection panel of elected representatives and external experts will shortlist the candidates and interview the finalists.

Recruitment Procedure

To apply, please submit the following documents:

- CV
- Motivation letter in both French and English
- Professional references (2-3 referees)
- Copies of diplomas

Note: Incomplete applications will not be considered.

Submission of Applications

Digital submission address: hr@uia-architectes.org

Interviews

If you are selected, the recruitment process will proceed as follows:

- Online interview: 20 or 21 February
 - Mode: Interview via Zoom
- In-person interview: 26 or 27 February
 - Location: UIA, Tour Montparnasse, 33 avenue du Maine, 75015 Paris, 47th floor

INTERNATIONAL UNION OF ARCHITECTS

UIA GENERAL SECRETARIAT

Tour Maine Montparnasse

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About the position

Reporting directly to the UIA Executive Director and the UIA's elected International Officers, and working as part of a team with diverse responsibilities, the Executive Assistant's primary areas of focus will be administrative tasks and supporting UIA Council and Working Bodies matters.

Post Description:

This role involves versatile secretarial tasks, including comprehensive administrative support such as translation (English and French), preparing meetings minutes, routine office correspondence, drafting communiqués and managing administrative logistics (diary management, in-person/online meetings, travel arrangements). These tasks may evolve based on the profile and the UIA's needs. Moreover, as part of a collaborative environment within the UIA Secretariat, the Executive Assistant will participate in all cross-functional activities undertaken by the organisation.

Given the role's emphasis on documentation and correspondence in English, a very high level of proficiency in English is essential, along with an excellent command of French.

Main activities:

- Draft minutes of meetings, correspondence and reports in both English and French.
- Proofread and translate documents in both languages.
- Monitor exchanges.
- Receive, classify, distribute and follow-up of UIA mail.
- Provide general secretarial services.
- Manage agendas and prepare meetings, including logistics (in-person / virtual, hybrid), file management, and preparation/editing of support materials.
- Handle travel management.
- Manage expense accounts.
- Archive correspondence and documents.
- Organise surveys and produce statistical overviews.
- Produce reports on meetings or projects.
- Conduct research on specific topics.
- Update the UIA website.
- Assist the Communication Officer.
- Participate in various transversal activities associated with the Secretariat.

Skills

- Language Proficiency; Bilingual in French and English.
- IT Proficiency: Competent in Microsoft Word, PowerPoint, Excel and other digital media. Familiarity with tools such as Mailjet, WordPress, and Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Secretariat Skills Proficient in note-taking, writing meeting minutes, drafting correspondence and reports.
- Communication tools: Adept in using various communication platforms.
- Administrative Competence: Skilled in managing correspondence and documentation, and office-related matters.
- Bookkeeping: Experience with office bookkeeping tasks.

Profile

- Highly motivated with a strong sense of responsibility.
- Interest in the architectural profession and international affairs.

**Competences**

- Ability to organise and prioritise tasks effectively.
- Proactive, adaptable and flexible.
- Team-oriented, with the ability to work collaboratively.
- Autonomous, with the ability to take responsibility for tasks.
- Capacity to undertake simple research tasks and conduct surveys.

Requirements

- Loyalty and discretion.

Degrees and experience

- Bachelor's degree in fields such as support for managerial action, SME management, or business and administration management.
- Alternatively, proven experience (minimum of five years) in a comparable role within an international organisation.

Remuneration

Reference salary: €35,000 to 45,000 gross per annum, depending on profile and experience.