

## *General Secretary (Council support)*

### *Responsibilities*

1. Contact Management
2. Document Management
3. IT Administration
4. Office Administration
5. Basic book-keeping and banking
6. Web-site content management
7. Social Media content management
8. Basic “HR functions” of FIR Council members

### *Tasks*

1. Handle all general queries and answer or route on to responsible Council member as appropriate
2. Ensure all FIR paper & online documents are maintained, easily accessible, and stored safely
3. Ensure all IT systems are secure and run smoothly (backups, IT security, email account admin etc)
4. Handle all office organisation (rental, telephone, insurance, archives, flags, posters etc)
5. Routine daily-business web-site content management, reporting to Marketing Officer
6. Routine daily-business Facebook & Twitter content management, reporting to Marketing Officer, if not performed by Media Officer
7. Basic Accounts Payable (pay creditor invoices after ensuring approval given etc.) , reporting to Treasurer
8. Basic Accounts Receivable (issuing invoices according to standard documented regulations, or instructions from Treasurer etc) and managing/escalating debt collection, issuing invoices for penalties as necessary, reporting to Treasurer
9. Routine book-keeping, reporting to Treasurer
10. Maintain various statistics (tournament, players etc)
11. Perform ad-hoc web-site surveys
12. Handle simple HR issues with Council members
13. Collect, correct and collate FIR website articles from contributors (tournaments, country representatives etc)
14. Upload documents to web-site
15. Maintain URL links
16. Collect / search for photos to publish
17. Maintain admin section with Office Management (Organigramme, contact, rules & regulations, history etc)
18. Prepare documentation and presentation material for AGM, EGM, Council meetings etc, and write up and distribute minutes

### *Requirements*

1. Allrounder generalist with “can-do” approach – can tackle any kind of admin task thrown at them
2. Uncomplicated, can get on with most people
3. Strong communicator
4. Numerical and literate
5. 100% fluent English, written and spoken, including grammar and style

### *Conditions*

1. Not a FIR Council position
2. Estimated effort: 5 half-days per week
3. Location: anywhere in EMEA time-zone
4. Rewards: EUR 500 – 1'000 per month (definitive amount needs 2016 budget approval by AGM)