The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Reception Activities Officer to manage the Receptions Unit and monitor the organisation of receptions, cocktails and other events held by or in the Organisation. This person will work under the supervision of the Head of the Conference Management Service in the Executive Directorate.

The job...

1. Co-ordinate the different tasks involved in organising receptions. To this end, establish close contacts with the various users (Delegations, Council Secretariat, Committees, etc.). Keep up-to-date the agenda and schedule for reception rooms in collaboration with the Council Secretariat.

2. Administer service provider contracts. Draft the summary record of the periodic meetings organised with providers. Monitor the quality of the services offered and take any measures necessary in this respect. Ensure the smooth running of receptions and evaluate the quality of service provided. Make regular and detailed reports of the situation.

3. Advise users with regard to the choice of menus and wines for cocktails and receptions, receive fixed orders from user services and transmit them to providers.

4. Collect the necessary information from users and forward it to the relevant services for billing. Participate in determining billing procedures by making relevant proposals. Ensure such procedures are followed.

5. Supervise the staff of the Unit, establish their objectives and training plans every year while ensuring that the team’s structure develops in line with the needs of the Organisation.

6. Carry out the analyses needed to make strategic choices to ensure the constant improvement of services.

7. Determine needs in terms of quantity, value, vintages and producer countries for stocks of alcoholic beverages. Ensure that the Organisation’s purchasing procedures, when renewing stocks, are properly applied. Prepare electronic orders of beverages, withdrawn and returned, for receptions.
8. Help prepare inventories. Provide justification for all withdrawals and discrepancies noted following an inventory to the Head of Service who will report to the Organisation’s financial services. Produce all supporting evidence that may be requested.

9. Draft the technical annexes for calls for tender for service providers, wine and spirits. Help analyse tenders in accordance with the rules and procedures in force.

10. Carry out any other tasks as required.

The person we are looking should have...

1. Good post-secondary level of education. Training and previous practical experience in catering.

2. Proven initiative and aptitude as regards organising prestige events. Ability to communicate with the Organisation’s staff at all levels. Tact and discretion. Keen sense of customer service and teamwork.

3. Ability to prioritise and work reliably and accurately under pressure. Great degree of flexibility and availability as regards working hours. Capacity to adapt quickly to new tasks.

4. Ability to draft and administer service contracts involving different providers.

5. Analytical capacity making it possible to propose strategic choices to the different decision-makers of the Division.

6. Ability to lead and supervise a multi-disciplinary team.

7. Good knowledge of computer systems (Microsoft Suite). Proven experience in drafting management reports.

8. Excellent ability to draft in one of the official languages of the Organisation (English and French), and very good knowledge of the other.

N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)103 and be sent via our on-line application form on www.oecd.org/hrm by 20 December 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org