

IPC ([www.ipcgmbh.com](http://www.ipcgmbh.com)) works alongside international financial institutions, development agencies, and visionary businesses to deploy the tools of finance to address our world's most pressing issues, including climate change, youth employment, and sustainable agriculture. Our clients and partners include institutions such as the EBRD, EIB, GIZ, KfW, and the EU, as well as commercial banks, investment funds, and private foundations.

As a part of our global business development activities, IPC regularly participates in competitive tender processes, for which we prepare proposals outlining our experience, proposed staffing, and approach to helping our clients achieve their intended objectives. Our expert services team identifies, recruits, and presents the expert consultants that are core to IPC's work. To further strengthen our team, we are seeking to employ a

### Team Assistant – Expert Services (f/m/d)

Location: Yerevan (working as part of a global team/full-time)

#### Your tasks

- **Supporting our recruitment processes:** Assisting in the co-ordination and administration of the recruitment processes for expert consultants, including scheduling interviews, document management, and communication with candidates
- **Proposal preparation:** Helping prepare components of proposals for competitive tenders, such as evaluating, preparing and formatting CVs and tables summarising staff capabilities; transferring CVs from one client format to another and ensuring adherence to tender requirements
- **Database management:** Maintaining and updating our internal database with consultant information, project experiences, and other relevant data to streamline the proposal processes and consultant deployment

#### Your profile

- preferably a bachelor's degree in business administration, Human Resources, or a related field
- previous experience in an administrative or assistant role, particularly in a consulting or international development context, is highly desirable
- excellent verbal and written communication abilities
- highly proficient in Microsoft Office (especially Word formatting, tables, and styles) and Adobe Acrobat
- full proficiency in English and French (writing, reading, and speaking)
- able and willing to balance multiple (at times competing) priorities

If you are looking for a challenging and impact-oriented job in a multi-cultural and dynamic work environment, we look forward to getting to know you. Please send a motivation letter, your CV, and contact information for 2 professional reference persons to [hr@ipcgmbh.com](mailto:hr@ipcgmbh.com) with the subject "Team Assistant" no later than 30 September 2024.

[hr@ipcgmbh.com](mailto:hr@ipcgmbh.com)

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