Position Title: Administrative Support Consultant

Project: Private Sector Consultation Mechanism (PSCM) under the EU-PH Green Economy Partnership (GEP) Programme
Organization: European Chamber of Commerce of the Philippines
Employment Type: Project-Based Consultancy
Work Arrangement: Hybrid (Local Office & Remote)
Project Duration: July 2026 to August 2027
Reports To: Project Coordination Consultant

About the Organization

European Chamber of Commerce of the Philippines (ECCP) is one of the leading multilateral foreign chambers in the Philippines, representing more than 950 member companies and promoting stronger economic and commercial relations between Europe and the Philippines.

Under the EU-PH Green Economy Partnership (GEP) programme, ECCP is implementing the **Private Sector Consultation Mechanism (PSCM)** to strengthen collaboration among European companies, Philippine government institutions, local government units (LGUs), development partners, and business networks in support of circular economy and sustainability-related initiatives.

The project supports stakeholder consultations, policy dialogue, investment facilitation, communication initiatives, and coordination activities that contribute to sustainable and inclusive economic development nationwide.

Position Summary

The Administrative Support Consultant will provide administrative, operational, and coordination support for the implementation of the PSCM project under EU-PH Green Economy Partnership (GEP) programme. The consultant will assist in managing documentation, schedules, logistics, communication, and administrative processes to ensure efficient day-to-day project operations.

The role requires strong organizational skills, attention to detail, professionalism, and the ability to coordinate effectively with project staff, consultants, stakeholders, and partner institutions.

The successful candidate will support the ECCP Secretariat and project team in ensuring smooth coordination of meetings, consultations, workshops, reporting processes, and project-related activities.

Key Duties and Responsibilities

1. Administrative and Operational Support

- Provide day-to-day administrative support for project implementation activities
- Assist in managing schedules, calendars, meetings, and appointments
- Prepare and organize project files, records, and documentation
- Support internal coordination and communication among project teams and stakeholders

2. Meeting and Event Coordination

- Assist in organizing consultations, workshops, meetings, webinars, and stakeholder activities
- Coordinate logistical requirements including venue arrangements, attendance tracking, and materials preparation
- Support preparation of meeting agendas, minutes, attendance sheets, and activity documentation
- Assist in coordinating travel arrangements and activity schedules when required

3. Documentation and Records Management

- Maintain organized administrative and project records, databases, and filing systems
- Support consolidation of reports, correspondence, and project documentation
- Assist in preparing activity summaries, documentation reports, and monitoring records
- Ensure proper archiving and accessibility of project files and reference materials

4. Communication and Coordination Support

- Support communication with stakeholders, consultants, project partners, and participants
- Assist in preparing correspondence, emails, briefing materials, and administrative notices
- Coordinate follow-up communications related to project meetings and activities
- Support dissemination of project information and updates

5. Financial and Procurement Assistance

- Assist in preparing administrative and financial documentation related to project activities
- Support procurement and payment processing requirements
- Coordinate collection and organization of liquidation reports, invoices, and supporting documents
- Assist project teams in complying with administrative and operational procedures

6. Monitoring and Secretariat Support

- Assist in maintaining tracking systems for project activities and stakeholder engagement
- Support monitoring and reporting processes through accurate record-keeping and documentation
- Provide operational assistance to the PSCM Secretariat and project consultants
- Support implementation of administrative procedures and workflow improvements

Qualifications and Requirements

Educational Background

- Bachelor's degree in Business Administration, Office Administration, Public Administration, Communications, Management, or related field

Professional Experience

- Minimum of 2–3 years of relevant experience in administrative support, office coordination, project assistance, or operations support
- Experience working in development projects, NGOs, chambers of commerce, or donor-funded programmes is an advantage
- Experience supporting events, stakeholder consultations, or project coordination activities preferred

Technical Competencies

- Strong administrative and organizational skills
- Proficiency in Microsoft Office applications and online collaboration tools
- Experience managing records, schedules, and documentation systems
- Strong written and verbal communication abilities
- Ability to prepare reports, meeting documentation, and correspondence

Preferred Knowledge Areas

- Development cooperation and donor-funded projects
- Stakeholder coordination and project operations
- Sustainability and public-private sector initiatives
- Administrative and procurement procedures

Core Skills

- Attention to detail and accuracy
- Time management and multitasking ability
- Professionalism and reliability
- Strong interpersonal and communication skills
- Problem-solving and adaptability
- Ability to work independently and collaboratively

Key Performance Indicators (KPIs)

The Administrative Support Consultant will be evaluated based on:

- Timeliness and accuracy of administrative support services
- Organization and completeness of project documentation and records
- Effectiveness of meeting and event coordination support
- Responsiveness to project operational and administrative requirements
- Quality of communication and coordination assistance provided to stakeholders and project teams

Working Conditions

- Hybrid work arrangement depending on project requirements
- Coordination with local and international stakeholders and project partners
- Occasional travel may be required for project meetings, consultations, and events
- Flexible work schedule during major project activities and stakeholder engagements

Compensation and Benefits

- Competitive consultancy compensation package
- Opportunities for professional growth and development
- Exposure to international development and sustainability initiatives
- Experience working with policy, investment, and stakeholder engagement programmes
- Collaborative and professional working environment

Equal Opportunity Statement

European Chamber of Commerce of the Philippines is committed to diversity, inclusion, and equal opportunity employment. We strongly encourage qualified candidates from disadvantaged, underserved, and underrepresented communities to apply.

Application Process

Interested applicants should submit the following:

- Updated Resume or Curriculum Vitae
- Cover Letter highlighting relevant administrative and coordination experience

If you are interested in applying, please fill out the Google Form.
Link: bit.ly/applyPSCM

Only shortlisted applicants will be contacted for further evaluation and interview