

## **WE'RE HIRING:**

### **ADMINISTRATIVE ASSISTANT, EAST AFRICA BASED**

#### **Who are we?**

Delos Dispute Resolution (Delos) is an independent arbitral institution. It was established in 2014 to respond to the needs of businesses globally for time and cost efficiency in the resolution of disputes through arbitration.

In plain English: we help to resolve international commercial disputes, and we're on a mission to do so better, quicker, at a lower cost. We are a cross between a start-up and an international organisation – demanding on quality and professionalism, in a fun, caring and open global environment. We are looking for a new team member and, in joining us, you will have plenty of scope to grow, create and develop!

#### **What role?**

As an Administrative Assistant, you will provide essential support to the team in day-to-day operations. This role involves general administrative duties as well as design and editing responsibilities.

##### **(1) ADMINISTRATIVE SUPPORT**

- Assist with communications under the supervision of the team.
- Maintain and organise digital office files.
- Handle scheduling and calendar management, including Outlook invitations and setting up Zoom meetings.
- Assist with data entry, document preparation, and various ad-hoc tasks as assigned.
- Create, edit, and format documents in Microsoft Word and Adobe Reader, ensuring accuracy and professionalism.
- Manage spreadsheets using Microsoft Excel.

##### **(2) CREATIVE SUPPORT**

- Utilise Adobe Creative Suite, specifically InDesign, Photoshop, and Premiere, to assist with creating and editing marketing materials and video content.
- Collaborate with the team to ensure content aligns with brand standards.
- Support the production of multimedia assets for internal and external use.
- Experience in other design and video editing software (e.g., Canva, Final Cut Pro, After Effects) is a plus.

## Who are you?

Aside from the philosophical question, **you are** sharp, independent and proactive; you are fun, caring and thrive in a multicultural environment. You are ambitious to contribute and be part of an entrepreneurial adventure, and you have plenty of common sense. You are thoughtful, reflective, and can also switch gears when speed is needed. **You learn** fast and have an eerie level of attention to detail. Your writing and communications skills are excellent, and your level of written and spoken English is of the standard of a native.

In addition, **you have:** excellent knowledge of Microsoft Office and, ideally, previous experience with emailing tools, design and video editing software, and WordPress.

This is a **full-time remote role based in** East Africa. We would like you to start as soon as possible.

## Why join us?

The **team culture** is collegiate, we care, and personal growth is important. We work to the standards of a solid legal practice and are keen on mentoring and training. We're also offering the chance to **make a difference** within Delos and on a regional and global scale.

This is a **great opportunity for professional skills development:** professional drafting, rigour, attention to detail, organisation, working as part of a team, 'client' management, and more.

## How to apply?

Kindly complete the following **two steps** to apply for the role:

**E-mail us** (i) your CV, (ii) a cover letter, and (iii) a description of no more than two pages of a project you have worked on, including its goals, how it was implemented and its impact, what the project meant to you and how you personally furthered the project's objectives. Please address these documents to Hafez Virjee at [we.re-hiring@delosdr.org](mailto:we.re-hiring@delosdr.org), with a copy to [info@delosdr.org](mailto:info@delosdr.org).

**Fill out** the short form at <https://forms.office.com/e/CxyxDfaxN> to help us review your application and get back to you faster.

We will contact shortlisted candidates to arrange an interview on a video call.