

Recruitment notice for an Administrative Assistant

The European Citizen Action Service is recruiting an Administrative Assistant to join its team for 8 months. The administrative assistant will horizontally support ECAS' team in its daily activities, including some general financial duties.

Tasks description:

- maintain daily office policies and procedures
- plan meetings and take minutes
- order office supplies
- book travel arrangements
- maintain the filing system
- tracking expenditure
- drafting invoices
- provide general support

Skills and qualifications required:

- Effective organisational skills
- Accuracy and attention to detail
- Flexibility
- Time management skills and ability to meet deadlines and objectives in an autonomous manner or as part of a team
- Ability to prioritise tasks
- Punctual and reliable
- Good written and verbal communication skills
- Having a patient outlook
- Ability to multitask and manage conflicting demands

Language skills:

- English: very good
- French: good

Computer skills:

Excellent Knowledge of Microsoft Office (in particular Word, Excel, Outlook)

Level and type of formal education:

Studies in one of the following fields: Business Administration, Economics or Social Sciences, Clerical Studies, etc.

What we offer:

In line with Interns Go Pro's standards, ECAS proposes to the candidate:

- Contract: *Convention d'immersion professionnelle*
- A monthly starting net remuneration of EUR 800
- Working hours: from 9am until 5.30pm with a 1-hour break from Monday until Friday
- Starting date: April 2017
- The candidate will report to ECAS' Administrative and HR Manager
- Full details of the position will be discussed at the interview stage

To Apply:

Applications should be sent by the 20th of March 2017 to diana.coseano@ecas.org. They should be composed of a short CV and a cover letter. Only shortlisted candidates will be contacted for an interview.