



**Secretary / Team Assistant**

Position	Secretary / Team Assistant
Description	<p>The Secretary/Team Assistant will work in the newly assembled multinational team of the Danube Strategy point .</p> <p>The Secretary/Team Assistant will work under the supervision of the Head of the DSP and will assist him/her in his/her management activities directly. Furthermore, the Secretary/Team Assistant will provide a range of overall planning and administrative assistance for the team of the DSP by thus contributing to the smooth running of the office</p>
Duties and Responsibilities	<p>Duties and Responsibilities of the Secretary / Team Assistant include</p> <ul style="list-style-type: none"> <li>- Providing secretarial assistance to the Head of the DSP</li> <li>- Providing a range of administrative assistance for the staff members of the DSP. This includes: managing the agenda of the DSP (outlook calendar), handling mails, drafting routine correspondence, filtering and responding telephone calls</li> <li>- Establishing and maintaining effective records management and structured document retrieval (intranet, paper files) and workflow management systems</li> <li>- Assisting in the preparation of documents and publications which may include formatting, editing and proofreading using standard in in-house software</li> <li>- Updating the intranet and internet websites, as required</li> <li>- Drafting minutes for internal meetings of the DSP</li> <li>- Assisting in the organization of meetings, events, conferences of the DSP including room reservation, catering arrangements, preparation and maintenance of participants lists as well as preparing meeting documents</li> <li>- Organising business travels of the staff members of the DSP including travel and hotel bookings, visa applications, processing expense claims</li> <li>- Following guidelines and advice of the Head of the DSP and implementing and applying in his day-to-day work the appropriate law (e.g. German, Belgian, EU) and following the local and internal policies and regulations of the State Ministry of Baden-Württemberg</li> </ul>
Eligibility criteria	<ul style="list-style-type: none"> <li>- Good secondary level of education</li> <li>- Personal Assistant / Administrative / European Secretarial Studies</li> <li>- Relevant secretarial or administrative experience, preferably in an international environment (minimum 2 years at the date of application)</li> <li>- Fluency in English (C1 - speaking and writing) and proficiency in French and in one language of the Danube Region (B2 – speaking and writing)</li> <li>- Applicant must be a citizen of an EU Member State or a State which participates in the EUSDR</li> <li>- Flawless criminal record certificate</li> </ul>
Selection criteria	<ul style="list-style-type: none"> <li>- Experience in the preparation of documents/publications, and/or the organization of meetings, conferences and business travel</li> <li>- Proficiency in all basic computer application programs and ability to learn new systems rapidly</li> </ul>



Baden-Württemberg



	<ul style="list-style-type: none"><li>- Good communication and management skills, creative and problem-solving oriented, good team worker, shows high degree of quality and willingness to serve</li><li>- Knowledge of more languages of the Danube Region is desirable</li></ul> <p>The ideal candidate must be able to work in a team in an international context and have a pro-active attitude.</p>
Salary, contract	<p>The salary will be set according to qualifications and experience. For this position an equivalent salary of up to E9 in the salary scale of the wage agreement for the public service sector (TV-L) valid at the given time will be paid.</p>