

VN 25/13 Secretary / Administrative Assistant (Closed)

EUMETSAT is Europe's meteorological satellite agency, operating a fleet of satellites delivering weather and climate-related satellite data and images to our users worldwide; helping protect lives, property and industries.

EUMETSAT is headquartered in Darmstadt, where over 1,000 employees and contractors from 30 Member States collaborate to develop and operate a fleet of state of the art earth observation satellites. The headquarter also houses a large data centre building and the operations control centre which is staffed 24 hours a day and 7 days a week to ensure that EUMETSAT's important mission can be fulfilled.

The headquarter campus has recently seen a large expansion through the construction of new buildings, including an own Childcare Centre.

Within the General Services Division (GES), providing Facility Management (FM) Services for the EUMETSAT Headquarters Buildings and their facilities, the Secretary / Administrative Assistant provides administrative and secretarial support to the Head of the General Services Division and to the staff of the GES Division. The mission of GES is to ensure the proper and smooth running of the Headquarters Buildings and their related facilities, including provision of technical and general infrastructure services across the entire organisation, which includes large technical departments and a satellite control centre.

Duties

- Assistance, including administrative and secretarial support to the Head of the General Services Division;
- Providing administrative and secretarial support to the Division, including scheduling of meetings, support for travel bookings, and preparation
- Preparation, organisation and support of the General Briefing Meetings following Council Meetings as well as DG's New Year's Address and support the preparation of General Briefing Meetings under the responsibility of Internal Communication;



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education required, professional qualification as a secretary or administrative assistant would be advantageous.



LANGUAGES

The official languages of EUMETSAT are English and French. For the post, candidates must be able to work effectively in English and, due to interactions with local vendors and suppliers, have competent German language skills.



DEADLINE

24 March 2025

- and administration of documents and relevant correspondence;
- Secretarial /administrative support to the Health and Safety Steering Committee;
- Assist in the preparation of regularly scheduled reports and management summaries;
- Monitor and follow-up of GES actions arising from Senior Management;
- Administrative support in liaison with local and regional authorities;
- Assist in preparing and processing EUMETSAT documents for delegate body meetings and other international correspondence;
- Maintain the GES archive;
- Dispatch to key persons the GES related Service Calls in JIRA and monitor the scheduling and timely closing of these actions;
- Administrative support to the organisation of corporate events under GES responsibility
- Administrative support to the Project Management of Large Infrastructure Projects;
- Minute taking in meetings, including translation from German to English language.
- Provide support to GES Project Control team by processing Electronic Shopping Carts in SAP;
- Support the long-term Accommodation Planning.

Skills and Experience

- Proven secretarial experience in a high-volume multi-lingual environment, with excellent organizing skills;
- Experience in the use of Word, Excel and PowerPoint or similar software programmes;
- Demonstrated experience in using a document management tool;
- Knowledge of ERP-System SAP would be an advantage;
- Excellent interpersonal and communication skills with the ability to work both independently and as part of a team, combined with a proactive and helpful working style;
- Prioritisation ability of high volume and diverse in nature workload.

Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement

age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded B2/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4301 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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