

VN 26/19 Administration and Events Assistant (CLOSED)

We are no longer accepting applications to this role

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 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.

Within the Strategy, Communication and International Relations Division (SCIR), the Administrative and Event Assistant will provide comprehensive administrative support to the division, with a particular focus on publication management, address database maintenance, and support for events and meetings.

Duties

- Provide administrative and secretarial support, including managing appointments, coordinating meetings, arranging travel for team members, composing correspondence, and handling incoming and outgoing post.
- Provide support for budgetary activities as required.
- Printing and publication support, including:
 - Liaising with graphic design experts regarding printing requirements,
- Assist division members with document management matters, including ensuring proper filing, organisation, and maintenance of SCIR documents.
- Maintain the EUMETSAT address database, ensuring regular updates of contacts and relevant information.
- Provide administrative and logistical support to SCIR staff for meetings, workshops, general briefings, and assemblies.
- Assist in the organisation of high-level visits to



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

A full secondary education together with professional qualification in the field of events support and administration.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English. Working knowledge of French would be an asset.

Given frequent liaison with local suppliers, the ability to work effectively in German would be a strong advantage.



DEADLINE

24 April 2026

specifications, and quality checks.

- Coordinating with printing companies on offers, purchase orders, delivery deadlines, and related matters.
- Performing quantity, quality, acceptance, and budget controls of delivered printed materials.
- Handling internal and external distribution of printed publications, including mailings.
- Ensuring stock control of printed material.

EUMETSAT Headquarters.

- Provide support for events and conferences organised by EUMETSAT, in all formats including in-person, hybrid, and fully online.

Skills and Experience

- Proven administrative experience in a multi-lingual and international environment.
- Advanced knowledge of Word, PowerPoint, Acrobat and Excel.
- Proven experience with videoconferencing tools and platforms, including the organisation of online and hybrid meetings.
- Experience with IRT tools supporting administrative activities.
- Attention to details, documentation and accuracy, and ability to perform multiple parallel tasks without losing calm.
- Ability to work in a team, but also autonomously against set targets.
- Excellent interpersonal and diplomatic skills as required to interact with a range of interfaces, from senior management and partner institutions, to employees and suppliers.

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 4,426 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.)

[Apply Now](#)