

VN 26/25 Secretary / Administrative Assistant

Working in the Secretariat of the Technical and Scientific Support Department, this role of Secretary/Administrative Assistant will provide administrative and secretarial support to all colleagues in this department with all its divisions and will report to the Personal Assistant of the Director of the Technical and Scientific Support Department. The Secretariat of the Technical and Scientific Support Department also provides secretarial support to the Quality Management Unit.

The mission of the Technical and Scientific Support Department is to provide coherent and cost-efficient technical, scientific, project control and costing support to the development and operations of satellite systems and to provide process assurance and ICT support to all departments.

Duties

- Carrying out regular secretarial tasks such as typing, filing, registering incoming and outgoing correspondence in the EUMETSAT Documentation Management System, dealing with incoming and outgoing mail, scheduling appointments and following up on actions;
- Arranging travel for staff members of the TSS Department as well as for non-staff missions (i.e. for invited external reviewers, etc.);
- Supporting the departmental Document Management Responsible (DMR) for document preparation and handling (e.g. preparing in-house and off-site meetings as well as workshops as required by liaising with the meeting organiser, arranging logistics such as catering for in-house meetings, thus ensuring the smooth running of the meeting;
- Supporting the monitoring of TSS related budget articles (e.g. mission costs, etc.) as required;
- Contributing to the establishing and maintaining of the dedicated TSS Secretariat Working Practices;
- Deputising for divisional secretaries of the Technical and Scientific Support Department (TSS) during their periods



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. Candidates must be able to work effectively in English and have some knowledge of French. Knowledge of German would be an additional asset.



DEADLINE

4 June 2026

Delegate Body Meetings, Technical Documents, etc.);

of absence, and for the D/TSS Personal Assistant, if so required.

- Preparing international and routine correspondence, i.e. letters, memos, etc.;
- Dealing with external telephone enquiries and with administrative enquiries from other Divisions/Departments;

Skills and Experience

- Proven secretarial experience in a high-volume multi-lingual environment, with excellent typing skills;
- Excellent proficiency with the full MS Office tool package (in particular Word, Excel and PowerPoint) or similar software programmes;
- Demonstrated experience in using an electronic 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 and excellent attention to detail;
- Energetic and conscientious, with a demonstrated commitment to supporting others and a strong interest in improving administrative support and processes, exploring new tools and business ideas;
- Experience of arranging and supporting meetings in a hybrid environment using Webex, Zoom, or Teams etc.;
- Methodical approach with strong attention to detail, excellent interpersonal / communication skills, and evidence of successfully working within a secretarial team;
- Ability to exercise discretion and confidentiality at all times.

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 4426 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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